

**"REQUEST TO INTERVIEW"
FOR FACULTY/EXEMPT STAFF POSITIONS**

CANDIDATES MAY NOT BE INVITED FOR INTERVIEWS UNTIL THIS FORM HAS BEEN APPROVED.

Department/Administrative Division: _____

Title of position: _____

Type of appointment

• **Exempt Staff:** 12 month 11 month 10 month Other: _____

• **Faculty:** Tenure track Visiting Academic Concentration: _____

Full-Time Regular Full-Time Temporary Part-Time Explain: _____

Date duties begin: _____ Salary range: _____

Reason for search: *Replacement New position Other: _____

**If replacement position, indicate: Retirement Resignation Sabbatical leave
 Personal leave Professional leave of absence Termination Other: _____*

This is a replacement for which individual: _____

Number of completed applications:

Male _____ Female _____ Unidentified _____ Total: _____

The Search Committee requests that the following individuals be interviewed for this position.

Three on-campus interviews per **TENURE TRACK SEARCH**. Two on-campus interviews per **EXEMPT STAFF SEARCH**. More can be approved when it is cost effective or the first interviews are unsuccessful. Repeat interviews will be paid for by the department. For **ONE YEAR POSITIONS** candidates will be invited one at a time; if the first candidate is acceptable no further interviews will be approved.

(SEARCH CHAIR'S SIGNATURE)

(PHONE NUMBER)

(DATE)

(Indicating consensus of committee)

Candidate Name

1. _____

2. _____

3. (For tenure track) _____

Alternate: _____

Comments on gender breakdown and diversity of pool and candidates selected for interview:

ATTACH RESUMES OF THE CANDIDATES TO THIS FORM FOR USE HUMAN RESOURCES

Approved by Vice President: _____ Date: _____
(Signature)

Vice President's comments: _____

VP/Community and Employee Relations: _____ Date: _____
(Signature)

Original form will be retained by the Human Resources Office and copies sent to:

- | | |
|---|---|
| <input type="checkbox"/> President's Office | <input type="checkbox"/> Search Chairperson |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Department Head |

Date: _____