

Search Form 1B: "REQUEST TO INTERVIEW"
Faculty and Exempt Staff Positions

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

Department/Division: _____

Title of position: _____

Type of appointment (refer to Form 1A submitted for same position)

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

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

Status: ☐ Full-Time Regular ☐ Full-Time Temporary ☐ Part-Time _____

Date duties begin: _____ Salary range: _____

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)

(Indicating consensus of committee)

(PHONE NUMBER)

(DATE)

Candidate Name

1. _____

2. _____

3. (For tenure track) _____

Alternate: _____

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

**CV'S/RESUMES OF THOSE SELECTED FOR INTERVIEWS MUST ACCOMPANY THIS FORM FOR
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:

- ☐ Search Chairperson
- ☐ Vice President
- ☐ Department Head

Date: _____