



Faculty Affairs

On-Campus Visit Form Tenure-Track Faculty Recruitment

College/School and Department: _____ Vacancy Announcement#: _____

I. APPLICANTS PROPOSED FOR ON-CAMPUS VISITS (listed in alphabetical order):

| Names to Invite | Check if ABD include notes |
|---|----------------------------|
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| Additional name(s) to be considered as alternate(s) | |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

II. REQUIRED ATTACHMENTS CHECKLIST

- Candidate Evaluation Spreadsheet with all candidates listed.
- Completed Recruitment Summary Form (Must demonstrate recruitment activities and efforts performed by or on behalf of the search committee to engage in broad and diverse recruitment & outreach).
- Required Recruitment Log.
- List of candidates
- Candidate Comparison and summary of how Phone Interview were determined
- Summary of telephone interviews, including dates.

Package of required documentation for each prospective interviewee (including alternates):

- Curriculum vitae
- Two completed Reference Check Confirmation Forms (*A third Reference Check Confirmation Form completed by the Dean will be required upon nomination of the final candidate.*)
- ABD status verification if relevant

III. SEARCH COMMITTEE MEMBERS (Please Print):

| |
|-----------------------------------|
| Search Chair: |
| Other Members: |
| |
| |
| |
| Search EEO Designee (non-voting): |

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The Office of Faculty Affairs will review and facilitate approval of the search procedures and progress. Please do not invite candidates until your on-campus visits have been approved.

IV. EQUAL EMPLOYMENT OPPORTUNITY REVIEW OF SEARCH PROCESS:

As EEO Designee, please make sure that all checklist items on the front of the form are completed and attached. If problems occurred during process, please provide a detailed report to the AVP for Faculty Affairs under separate cover. The appropriate administrator is responsible for canceling recruitment.

Statement: I verify that the file is complete.

Verification Signature of Search Committee EEO Designee _____

V. APPROVALS/REVIEW LEVELS:

All signatories are verifying that the file is complete and the search has been conducted properly.

Search Committee Chair

Date

Department Chair

Date

Dean

Date

Campus-level EEO / AVP for Faculty Affairs (Search Committee EEO Designee signs above)

Date

Associate Vice President for Faculty Affairs

Date