



NOTICE OF FAILED SEARCH

This form is to be completed by the Search Chair and sent to the Dean/VP

Complete	
¹ Division:	² PRF Number:
³ Academic College:	
⁴ Department/Program:	
⁵ Position Title:	⁶ Number of Applicants:

Reason for Failed Search - Check those applicable
<input type="checkbox"/> Budget
<input type="checkbox"/> Offer Made and Declined - Number of applicants offered the position: _____ <input type="checkbox"/> Insufficient Salary Offer <input type="checkbox"/> Other (explain):
<input type="checkbox"/> Insufficient Pool: <input type="checkbox"/> Lack of Diverse Pool <input type="checkbox"/> Lack of Applicants <input type="checkbox"/> Lack of Qualified Applicants
<input type="checkbox"/> Other (explain):
<p><i>(Attach additional explanation if necessary)</i></p>

Dean

Date

Vice President

Date

Distribution of Completed Form: Original - to Human Resources (for distribution)
 Copies to: Vice President, Dean, Affirmative Action Office, Search Chair (will close out file)