

## FINALIST APPROVAL FORM

*This form is to be completed by the Search Chair and processed after the committee has done reference checks and before anyone is invited for campus interviews.*

***Attach the following documents: Report of Recruitment Procedures; Screening Summary Report and Resume for each of the proposed finalists (selected for interview and may be selected for interview).***

<i>This section is to be completed by the Search Chair:</i>	
College/Division:	_____
Position:	_____ PRF # _____
Hiring Goal:	_____ # Applicants _____ # Qualified Applicants _____
Submitted by:	_____ Date _____

<b><i>Determination by Dean or Vice President* (to be sent Affirmative Action w/documents):</i></b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comments:	
_____	
Dean/VP	Date
<b>*Note: If position reports to more than one department/division, both Deans/VPs must sign.</b>	

<b><i>Determination by Director of Affirmative Action (to be sent to Human Resources w/documents):</i></b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comments:	
_____	
Director of Affirmative Action	Date

<b><i>Determination by Human Resources (to be sent to Search Chair w/documents):</i></b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Comments:	
_____	
Director of Human Resources	Date

**Distribution by HR: Original – sent to Search Chair (with all attached documents)**

**Electronic Copies (form only) to: Deans/VP**

**Affirmative Action Office**

**Human Resources**

**Search Chair**