

COLLEGE OF ARTS AND SCIENCES
RECRUITMENT INTERVIEW AUTHORIZATION

Affirmative Action policies require that this form be completed for all candidates for a position, even if a department plans to pay for all recruitment expenses from its own budget. The Chair/Director must present to the Dean for review the curricula vitae of the top three to five candidates, and if applicable, the curricula vitae of the top two candidates about whom IEC asked questions and your response to those questions. Reimbursement requests will not be processed if there is no record of prior approval of the candidate(s). *If this position is a joint appointment, both department chairs/directors must sign their approval of this form.*

DEPARTMENT(S) _____

POSITION # _____ DESCRIPTION: _____

APPROVED RANK: _____

CANDIDATE
NAMES

COLLEGE SHARE OF EXPENSES: \$2,500.00

BALANCE OF EXPENSES COVERED BY: _____

APPROVED BY: _____
Chair/Director Date

(If applicable, secondary department) _____
Chair/Director Date

Dean Date

- C: _____ Dean Joseph S. Francisco
- _____ Associate Dean Elizabeth Theiss-Morse
- _____ Chair(s)/Director(s)
- _____ Jennifer Bodfield