

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
- \_\_\_\_\_ Associate Dean for Faculty
- \_\_\_\_\_ Chair(s)/Director(s)
- \_\_\_\_\_ Sr. Academic HR Specialist