

Search Close/ Search Extension Request Form

INSTRUCTIONS:

1) Follow steps for A, B, or C below:

A. Identify proposed candidate ONLY: Complete **Section I (fields 1-9)** and obtain Search Committee Chair and Department Chair approval

B. Extend the search ONLY (within 18mos of your open date): Complete **Section II (fields 1-6)**, and obtain Search Committee Chair and Department Chair approval

C. Identify proposed candidate AND extend the search: Complete **both Sections I and II (all fields)** obtain Search Committee Chair and Department Chair approval

2) Send the form to your Academic Affairs Recruitment Specialist, who will then contact you to confirm the details of your request

PLEASE NOTE: All applicants must be assigned statuses and disposition reasons before identifying the proposed candidate/ closing the search in AP Recruit.

Section I (Identify proposed candidate ONLY):

1. Primary Contact:

(Person to contact for questions related to this request and for obtaining approval from department chair)

2. Search Number:

3. Name of proposed candidate for this recruitment:

4. Proposed academic title that the candidate will be appointed as:

5. Is this search a result of the candidate's proposed change in series?

Yes No

6. Is this the final hire for this search? If yes, we will close the search upon receiving this form.

Yes No

7. If this search will remain open: Set a new REVIEW DATE (The next set of new applicants should apply by this date to ensure full consideration by the committee. The next search process report may not be submitted prior to this date. It is optional for the review date to be included in your published advertisements)

enter date:

8. Describe the efforts made to attract:

a) women:

b) underrepresented minorities:

c) veteran applicants:

9. If a candidate has self-identified as disabled, were you able to meet any accommodation requested or required to perform the duties of the position?

Yes No N/A

Section II (Extend the search ONLY – within 18 months of your open date):

1. Primary Contact:

(Person to contact for questions related to this request and for obtaining approval from department chair)

2. Search number:

3. If this search will remain open: Set a new REVIEW DATE (The next set of new applicants should apply by this date to ensure full consideration by the committee. The next search process report may not be submitted prior to this date. It is optional for the review date to be included in your published advertisements)

enter date:

4. If you need to extend the search and have not exceeded the 18 month maximum posting period, please provide justification for the extension:

5. If the purpose of extending the search is to broaden the pool, describe efforts that will be taken to encourage additional applications:

6. Please indicate the new FINAL DATE (Last day for applicants to apply; last day for existing applicants to modify their applications):

Enter date:

OR

Enter number of additional months (or days) you want to keep your recruitment active:

months

or

days

Search Committee Chair Approval:

Date:

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In lieu of the signature you may attach this form to an email with confirmation of Committee Chair approval

Division Chief Approval: (optional)

Date:

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In lieu of the signature you may attach this form to an email with confirmation of Division Chief approval

Department Chair Approval:

Date:

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In lieu of the signature you may attach this form to an email with confirmation of Chair approval

-----For Academic Affairs Use Only-----

Requests for extending the close date require approval by the Vice/Associate Deans of Academic Affairs.

Vice/Associate Dean Approval:

Date:

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