

Upload this form as a “Supporting Document” to the selected applicant for your recruitment when submitting to Dean/Administrator level approval in the Applicant Workflow.

Pursuant to UARTP Section 6.06.B, please indicate the Search Committee model that was utilized in this search:

- ## II. APPLICANT ASSESSMENTS

Please list all applicants invited for on-campus interview. (If more space needed, attach additional document)

[illegible]

Date Prepared: _____

Posting #: _____

III. CANDIDATE(S) RECOMMENDED FOR APPOINTMENT

Please list the recommended candidate(s) for the position.

Choice	Candidate Name	Reasons for ranking (as it pertains to advertised job criteria)
1		
2		
3		

☐ No candidates recommended from pool.

IV. VERIFICATIONS & APPROVALS:

A. Qualifications – All qualifications have been verified and all candidates invited for interview meet ALL required qualifications: Yes No (please explain) _____

B. Reference checks - Hiring committees are responsible for completing reference checks before an applicant is offered an appointment.

Reference checks completed: Yes No (please explain) _____

C. Degrees – Was the highest/terminal degree verified for your recommended candidate(s)?

 Yes No (Please explain) _____

Highest degree verified: _____ Institution earned from: _____

Date Earned: _____

If degree verified is not terminal degree, indicate deadline for obtaining terminal degree: _____

D. AA/EOR Affirmation

Pursuant to UARTP Section 6.06.D.2.H, I affirm by my signature that no inappropriate actions have been taken which may have been the effect of discriminating against an applicant for this faculty position. If the AA/EOR fails/declines to sign, a written statement by the AA/EOR shall be included.

Signature

Date