

**FACULTY HIRING REPORT  
UNIVERSITY OF MASSACHUSETTS, WORCESTER**

**Recruitment Authorization Number (from Authorization for Faculty Recruitment Form)** \_\_\_\_\_

1. School: \_\_\_\_\_ Program or Center: \_\_\_\_\_  
Medicine, Nursing, etc. if relevant
2. Department: \_\_\_\_\_ Division: \_\_\_\_\_  
if relevant if relevant
3. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_
4. Candidate's Name: \_\_\_\_\_ Male  Female
5. Non-Minority:  Minority Status: \_\_\_\_\_  
(Black, Hispanic (i.e. Mexican, Puerto Rican, Native American, Asian))
6. Position Management Number (Tenured & Tenure Track positions only): \_\_\_\_\_
7. Proposed Track and Rank: \_\_\_\_\_
8. Advertised Salary Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Proposed Salary \$ \_\_\_\_\_
9. Full-time Equivalent: \_\_\_\_\_% Proposed Date of Hire: \_\_\_\_\_
10.  **NO SEARCH COMMITTEE CONDUCTED (Attached Authorization for Faculty Recruitment)**
11. Curriculum Vitae Considered:  
Total Number \_\_\_\_\_ Number of Females \_\_\_\_\_ Total Number of Known Minorities \_\_\_\_\_  
# of CVs of Known Minorities \_\_\_\_\_
12. Candidates Interviewed:  
Total Number \_\_\_\_\_ Female Members \_\_\_\_\_ Total Minority Members \_\_\_\_\_ Female Minority Members \_\_\_\_\_
13. Required Additional Documentation: Please provide a copy of the Curriculum Vitae of each candidate interviewed. N.B. Records of all of the above (including advertisements, letters, CVs, etc.)  
**MUST be kept in the Academic Department for THREE YEARS.**

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**SCHOOL, DEPARTMENT, CENTER/PROGRAM SIGNATURES: Please obtain signatures in this order.**

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
Search Committee Chair/Date Division Head, Program/Center Director (if relevant)

(3) \_\_\_\_\_  
Department Chair, or Dean of Nursing

**EQUAL OPPORTUNITY APPROVAL:**

(4) \_\_\_\_\_  
Associate Vice Chancellor for Diversity and Equal Opportunity Date

**CENTRAL ADMINISTRATION APPROVAL:**

(5) \_\_\_\_\_  
Vice Provost for Faculty Affairs Date

(6) \_\_\_\_\_  
Vice Chancellor for Administration and Finance Date

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**Instructions for Completing Faculty Hiring Report**

The Faculty Hiring Report must be completed, and appropriate approval signatures obtained, prior to extending any formal job offer.

An informal job offer including a **possible** salary level, may be discussed with the candidate of choice: it must be made clear to the candidate that a formal offer can only be made after DEOO approval and approval of salary and proposed track and rank by the Vice Provost for Faculty Affairs. Furthermore, it should be made clear that final approval of the track and rank must be obtained from the appropriate committees, and the candidate must pass a pre-employment physical examination.

**(Such informal offers should be expressed in terms of: “I will request a salary level of...”, “your proposed appointment must go through appropriate Affirmative Action procedures, is subject to approval by the Personnel Action Committee, and is contingent on satisfactory completion of pre-employment physical examination”).**

Similarly, the subsequent formal offer letter should make it clear that the faculty track and rank are contingent upon any further necessary committee approvals such as that of the Personnel Action Committee and the Executive Council, (unless prior approval has been obtained), and the pre-employment physical examination.

The completed Faculty Hiring Report, with all requires documentation and signed by:

- (1) the Search Committee Chair,
- (2) the Division Head, or Program or Center Director (if relevant) , and
- (3) the Department Chair or Dean of the Nursing School,

**must be submitted to the Diversity and Equal Opportunity Office** (Room H1-728, X62179) for approval of compliance with all Affirmative Action and Equal Opportunity procedures (signature #4).

Approval packages will then be transmitted to the Vice Provost for Faculty Affairs (Room S1-340) for approval of proposed salary, track, and rank (signature #5).

The Office of Faculty Affairs will return the fully signed Faculty Hiring Report to the Department or Nursing School.

The Department or Nursing School, may then inform the candidate of her/his selection, with the only qualification being that the Track and Rank are subject to appropriate committee approval and satisfactory completion of the employment physical examination.