

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. Proposed Track and Rank: _____

7. Advertised Salary Range: \$ _____ to \$ _____ Proposed Salary \$ _____

8. Full-time Equivalent: _____% Proposed Date of Hire: _____

9. **NO SEARCH COMMITTEE CONDUCTED (Attached Authorization for Faculty Recruitment)**

10. Curriculum Vitae Considered:
Total Number _____ Number of Females _____ Total Number of Known Minorities _____
of CVs of Known Minorities _____

11. Candidates Interviewed:
Total Number _____ Female Members _____ Total Minority Members _____ Female Minority Members _____

12. 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.

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.