

**AUTHORIZATION FOR FACULTY RECRUITMENT  
UNIVERSITY OF MASSACHUSETTS, WORCESTER**

**Authorization Number/date (assigned by the Office of Faculty Affairs)** \_\_\_\_\_

1. School: \_\_\_\_\_ Program or Center: \_\_\_\_\_  
(Medicine, Nursing, etc.) (if relevant)

2. Department: \_\_\_\_\_ Division: \_\_\_\_\_  
(if relevant) (if relevant)

3. Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

4. Position: New  Replacement for: \_\_\_\_\_

5. Proposed Maximum Rank: \_\_\_\_\_

6. Position Management Number (Tenured & Tenure Track positions only): \_\_\_\_\_

7. Contract Status: Tenured  Tenure Track  Non-Tenure Track

8. Proposed Salary Range: Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_

9. Likely funding Source Percentages: State \_\_\_\_\_ RTF \_\_\_\_\_ Group \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_  
**\*Append additional information as necessary.**

10. \*Additional Resources Required: (Beyond those available from the department, program or center, or nursing school) \_\_\_\_\_

11. \*Required Teaching/Research/Clinical Specialty: \_\_\_\_\_

12. Advertising- please attach copy of your advertisement with a listing of all sources the ad appeared in. Each advertisement should contain the following clause: *As an equal opportunity and affirmative action employer, UMMS recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives and backgrounds.*

13. Proposed Search Committee Chair: \_\_\_\_\_  
Proposed Search Committee Composition:  
Total Number \_\_\_\_\_ Female Members \_\_\_\_\_ Total Minority Members \_\_\_\_\_ Female Minority Members \_\_\_\_\_

14.  **NO Search (written request/justification must accompany authorization form)**

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

(1) \_\_\_\_\_ (2) \_\_\_\_\_  
**Division Head, Program Director or Center Director      Department Chair, or Dean of Nursing**

**CENTRAL ADMINISTRATION APPROVAL OF ITEMS 1-11:**

(3) \_\_\_\_\_  
**Vice Provost for Faculty Affairs      Date**

(4) \_\_\_\_\_  
**Vice Chancellor for Administration and Finance      Date**

**EQUAL OPPORTUNITY OF ITEMS 12-14:**

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

## AUTHORIZATION FOR FACULTY RECRUITMENT UNIVERSITY OF MASSACHUSETTS, WORCESTER

### Instructions for completing Authorization for Faculty Recruitment Form

This form **must be completed in full before any search is initiated**. The Office of Faculty Affairs will then assign a recruitment number. **Only after** this number has been assigned and all required signatures obtained, can recruitment activities begin.

Items 1-14 should be filled out in their entirety.

The appropriate signatures required are:

- (1) Division Head, Program Director or Center Director (if relevant)
- (2) Department Chair, or Dean of Nursing

Except in those rare cases when item 14 is checked \* the form should be transmitted to the Office of Faculty Affairs (Location: S1-, Phone 508/856-4268) for assignment of the **Recruitment Authorization Number**, the Vice Provost for Faculty Affairs signature (#3) and transmittal to the Office of Diversity and Equal Opportunity.

Following signing by the Associate Vice Chancellor for Diversity and Equal Opportunity (signature #5), the original form will be returned to the initiating department or school by the DEOO.

Effective June 6, 2011 all UMMS faculty searches that do not involve an executive search firm will utilize AcademicJobsOnline (AJO) for new UMMS faculty search processes. For further information regarding AJO, please visit the Recruitment Support website:

[http://www.umassmed.edu/hr/recruiting\\_resources/job\\_aids\\_forms.aspx](http://www.umassmed.edu/hr/recruiting_resources/job_aids_forms.aspx).

Please note that advertising is the responsibility of the department or school.

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\* Conducting open searches is the general rule for filling all faculty positions. However, in rare cases, a position may be filled without conducting a search. These specific situations are limited to: filling faculty positions, from within UMMS, at or below the rank of assistant professor; very rare circumstances where approval of an external recruitment at or above the assistant professor level has been granted without a search. In these cases, detailed justification must be provided and approved by the Associate Vice Chancellor for Diversity and Equal Opportunity **PRIOR** to transmittal to the Office of Faculty Affairs.