

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

Recruitment Authorization Number (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. Position Management Number (Tenured & Tenure Track positions only): _____
6. Proposed Maximum Rank: _____
7. Academic Track: 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. **Advertising** - attach copy of your advertisement with a listing of all sources the ad will appear. 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.*
11. Search Committee Chair: _____
Search Committee Composition:
Total Number _____ Female Members _____ Total Minority Members _____ Female Minority Members _____
12. ☐ **Request for Expedited Search: (attach Administrative Decision for Faculty Hires Request Form)**
Expedited Searches may only be conducted under extraordinary circumstances and upon a written finding of a compelling necessity. All of the standard search procedures must be adhered to in an expedited search with the exception of the posting time period. An offer can be made no sooner than three months from the initial posting.

Effective June 6, 2011 all UMMS faculty searches that do not involve an executive search firm must 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.

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**
- (3) _____
Vice Provost for Faculty Affairs **Date**
- (4) _____
Executive Vice Chancellor for Administration and Finance **Date**
- (5) _____
Vice Chancellor for Diversity and Inclusion **Date**

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Instructions for completing Authorization for Faculty Search form

This form **must** be completed in full **before** any search is initiated.

The appropriate signatures required are:

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

Call the Office of Faculty Affairs at 508-856-4268 to obtain recruitment number. **Only after** all required signatures are obtained, can recruitment activities begin.

The form should be submitted to the Vice Provost for Faculty Affairs (University Campus, S1-340) for administrative and equal opportunity approval. Following approval by the Vice Chancellor for Diversity and Inclusion (signature #5), the original form will be returned to the department, program or school by the Diversity and Inclusion Office.

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

* It is the policy of the University of Massachusetts to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

Competitive searches are required to fill all faculty positions except in special circumstances:

- **Expedited Searches** may be conducted under certain circumstances and upon a written finding of a compelling necessity. Please refer to the UMMS campus procedure for details. Detailed justification must be provided with both the Administrative Decision for Faculty Hires Request Form and Authorization for Faculty Search form. All of the standard search procedures must be adhered to in an expedited search with the exception of the posting time period. An offer can be made no sooner than three months from the initial posting.
- **Search Waiver** of standard search procedures is allowed in specific circumstances. Please refer to the UMMS campus procedure for details. Detailed justification must be provided with both the Administrative Decision for Faculty Hires Request Form and Faculty Position Report. In such cases, the Authorization for Faculty Search form does not need to be completed.