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: ______________________________________
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

Revised 11/20/2014
See next page for instructions
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.

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.

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.