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.

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

Revised 06/20/2011

(See next page for instructions)
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.