REQUEST TO INITIATE A FACULTY SEARCH
Return to appropriate program area Dean

Please email the completed form to the appropriate Dean, who will secure signatures from the Affirmative Action Officer and the Provost. This request and the position description must receive final approval by the appropriate Dean and the Provost prior to the initiation of any search activities. (See sections 2.4 and 2.5 of the Faculty Handbook for more information on faculty searches.)

**Position Information**

Department/Program: 

Title/Rank/Tenure Status: 

Application Review Date: 

Closing Date for Applications: Open Until Filled

**Search Committee Information**

List the members of the search committee, indicating the member serving as committee chair. (See Section 2.4.3 of the Faculty Handbook and SD4682 for guidelines on search committees.)

1. 

2. 

3. 

4. 

5. 

6. 

**Advertisement Publication Information**

All postings are automatically sent to the Chronicle of Higher Education, HigherEdJobs.com, Inside Higher Education.com, and any other venues subscribed to by UNC Asheville with unlimited ad postings. Please list additional publications in which you are requesting advertisement with date of publication for each.

**Required Applicant Documents**

- Cover letter
- Curriculum Vitae
- Statement of Teaching Philosophy
- Unofficial Undergraduate Transcripts
- Three Letters of Reference
- Unofficial Graduate Transcripts
- (submitted directly by the reference)

Other: If there are other documents that applicants are required to submit, or which are optional, please list them.

**Position Description**

Please attach a description of specific job responsibilities, including teaching fields, to be incorporated into an advertisement to be completed by the program area Dean.

**Please submit this request to the appropriate program area Dean, who will secure the signatures below.**

Affirmative Action Officer

Nicole Norian

Program Area Dean

Joseph R. Urgo

Provost

Nicole Norian

Joseph R. Urgo

Date

Date