

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.)

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|----------|----------|
| 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 (submitted directly by the reference)	Unofficial Graduate Transcripts

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.

Department Chair/Director	_____ Printed Name	_____ Signature	_____ Date
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Please submit this request to the appropriate program area Dean, who will secure the signatures below.

Affirmative Action Officer	Nicole Norian _____ Printed Name	_____ Signature	_____ Date
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Program Area Dean	_____ Printed Name	_____ Signature	_____ Date
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Provost	Joseph R. Urgo _____ Printed Name	_____ Signature	_____ Date
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