

APPENDIX B

REQUEST FOR AUTHORIZATION TO OPEN A SEARCH

Department/Program: _____ Field: _____

Rank: Professor Associate Professor Assistant Professor Instructor

Type: Tenure Track Visiting: leave replacement Visiting: terminal

New OR replacing (name): _____ Length of term: _____

Please attach a copy of the advertisement. The following statement must be included in all ads: **“Hamilton is an affirmative action, equal opportunity employer and is committed to diversity in all areas of the campus community.”**

Closing date for applications: _____

Dates for conference interviews (if appropriate): _____

Approximate dates for on-campus interviews: _____

Search Committee Members: _____

Publications in which ad will be placed: _____

Other potential sources of applicants (conferences, letters to graduate schools, etc.): _____

Department Chair Date

I hereby authorize that a search be opened for this position and advise that recruitment follow the procedures outlined in the Hamilton College Affirmative Action Policy and coordinated by the Affirmative Action Officer for faculty hiring.

VP for Academic Affairs and Dean of the Faculty Date

I hereby confirm that the advertising and descriptions of this position comply with the guidelines of the Hamilton College Affirmative Action Policy.

Associate Dean of the Faculty/AA and EO Officer for Faculty Date

I hereby confirm that strategies for promoting diversity within the candidate pool have been discussed and will receive support from the Associate Dean of Faculty for Diversity Initiatives. [term and tenure-track searches]

Associate Dean for Diversity Initiatives Date