

Search #: _____



**PRE-SEARCH REVIEW FORM FOR TENURE TRACK
AND INSTRUCTIONAL FACULTY**

This form, accompanied by the proposed advertisement text, must be submitted and approved *before* a search ad is placed.

1. PROPOSED SEARCH BASIC INFORMATION	
Department	Department 2 (if applicable)
Sub-specialty/Field	Rank
Search administrator/staff	

2. SEARCH COMMITTEE MEMBERS

In the table below, list search committee members and their home department. NOTE: Please remember that the committee must include one member from outside the department.

	Name	Department
1	(Committee Chair)	
2	(Equity Representative)	
3		
4		
5		
6		
7		
8		

3. RECRUITMENT SOURCES

Name of publication or website where ad will be placed:	Estimation of Cost:
Approved budget:	

3. DIVERSITY AND INCLUSION

What special efforts will be made to identify and encourage women and minority candidates to apply for the position? Describe any special efforts that will be made to review women and minority candidates.[Send information on the nature of any special mailings, advertisements, telephone visitations, follow-up activities, extra visits, etc. that are planned.]

3. ADVERTISEMENT

The job description/advertisement must contain the following information (please send text of your ad in Word with this form):

1. a brief statement of duties
2. minimum objective qualifications (i.e., degrees and experience requirements); other desirable qualifications
3. rank and/or title. If any of these items are "open" or negotiable, this should be stated
4. time status: full or part-time; term: specify the term of appointment or whether it is a continuing appointment
5. proposed starting date
6. closing date for receipt of applications [or the statement "In order to ensure full consideration, applications must be received by (date) or Review of applications will begin on... ."]
7. name and address of the contact person
8. AA/EOE. Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.



Department Chair

Date

INTERNAL USE: The requested search is approved.

Dean's Office Approver

Date