**Search Form 1B: "REQUEST TO INTERVIEW"**  
**Faculty and Exempt Staff Positions**

*Candidates may not be invited for interviews until this form has been approved.*

Department/Division: ____________________________________________________________

Title of position: ______________________________________________________________

Type of appointment (refer to Form 1A submitted for same position)

- **Exempt Staff:** [ ] 12 month [ ] 11 month [ ] 10 month [ ] Other: ____________________
- **Faculty:** [ ] Tenure track [ ] Visiting [ ] Academic Concentration: _________________

Status: [ ] Full-Time Regular [ ] Full-Time Temporary [ ] Part-Time _________________

Date duties begin: ____________________  Salary range: _________________________

Number of completed applications:

- Male ______  Female ______  Unidentified ______  Total: ______

The Search Committee requests that the following individuals be interviewed for this position.

Three on-campus interviews per **TENURE TRACK SEARCH.** Two on-campus interviews per **EXEMPT STAFF SEARCH.** More can be approved when it is cost effective or the first interviews are unsuccessful. Repeat interviews will be paid for by the department. For **ONE YEAR POSITIONS** candidates will be invited one at a time; if the first candidate is acceptable no further interviews will be approved.

_______

(SEARCH CHAIR'S SIGNATURE)  
(Indicating consensus of committee)  
(Phone Number)  
(Date)

Candidate Name

1. __________________________________________________________

2. __________________________________________________________

3. (For tenure track) _________________________________________

Alternate: _________________________________________________________

Revised 2/2012 (HR)
Comments on gender breakdown and diversity of pool and candidates selected for interview:

CV’s/Resumes of those selected for interviews must accompany this form for Human Resources

Approved by Vice President: ___________________________ Date: ________

(Signature)

Vice President’s comments: ____________________________

____________________________________________________

____________________________________________________

VP/Community and Employee Relations: __________________ Date: ________

(Signature)

Original form will be retained by the Human Resources Office and copies sent to:

[ ] Search Chairperson
[ ] Vice President
[ ] Department Head

Date: ________________

Revised 2/2012 (HR)