

Academic Search Number: \_\_\_\_\_

**PRE-SEARCH REVIEW FORM FOR FACULTY/ACADEMIC VACANCY  
Northwestern University  
Office of the Provost**

Please complete both sides of this form and obtain appropriate signatures at the department level and school Dean's Office. After approval at the school level, submit the form along with copies of the position description and/or advertisements to the Office of the Provost, Rebecca Crown Center, Evanston Campus. The search plan and position descriptions must be approved prior to formal public announcement of any faculty/academic position vacancy.

School: \_\_\_\_\_ Department: \_\_\_\_\_

Sub-speciality/Field: \_\_\_\_\_ Rank: \_\_\_\_\_

Administrative Title (if applicable): \_\_\_\_\_

Tenure Track: \_\_\_\_\_ Non-Tenure Track: \_\_\_\_\_ Visiting: \_\_\_\_\_

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I. Attach one copy of the proposed position description and/or advertisement. The position description must contain the following information:

1. a brief statement of duties
2. minimum objective qualifications (i.e., degrees and experience requirements); other desirable qualifications
3. rank and/or title; salary range or minimum. 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)."]
7. name and address of the contact person
8. Northwestern University is an Affirmative Action, Equal Opportunity Employer. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

II. General Recruitment Sources

[Identify professional associations, publications, educational institutions, etc., that will receive the position announcement.]

National: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Regional: \_\_\_\_\_

\_\_\_\_\_

Local: \_\_\_\_\_

\_\_\_\_\_

(over)

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

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

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V. Scope of Search: National \_\_\_\_\_ Regional \_\_\_\_\_ Local \_\_\_\_\_ Internal \_\_\_\_\_

Note: All regular faculty and most academic professional positions require a national search. Before conducting a less than national search for any position, consult with the Office of the Provost for approval.

VI. Composition of Proposed Search Committee

| <u>Name</u>  | <u>Gender</u> | <u>Race/Ethnic Class*</u> | <u>Faculty Rank</u> | <u>Department</u> |
|--------------|---------------|---------------------------|---------------------|-------------------|
| _____, Chair | _____         | _____                     | _____               | _____             |
| _____        | _____         | _____                     | _____               | _____             |
| _____        | _____         | _____                     | _____               | _____             |
| _____        | _____         | _____                     | _____               | _____             |
| _____        | _____         | _____                     | _____               | _____             |
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| Search Committee Chair                           | Date |
| Department Chair                                 | Date |
| Unit Affirmative Action Officer (Dean's Office)  | Date |
| Reviewed & Approved by the Office of the Provost | Date |

\*Bl = Black; H = Hispanic; A/PI = Asian or Pacific Islander; AI/AN = American Indian or Alaskan Native; Wh = White  
07/07