



PRINT ON BLUE PAPER

California State University, Fresno

Tenure Track Faculty Recruitment - Authorization for On-Campus Visit

College or School _____ Vacancy
 And Department: _____ Announcement#: _____

I. Applicants proposed for campus visits to California State University, Fresno (listed in alphabetical order):

Names to Invite	Estimated Travel Expenses

Alternate Names ¹	Estimated Travel Expenses

II. APPLICANTS. Attach list of all Applicants to form.

III. RECRUITMENT PLAN

Attach the following:

1. Copies of all posted Ads; Web, Magazines, Newspapers, Journals.
2. The Recruitment Plan (Must demonstrate good faith efforts.)

IV. SELECTION COMMITTEE MEMBERS:

Name	Title/Rank
Chair:	
EEO Designee (non-voting):	

Before extending invitations to visit California State University, Fresno, the Provost's Office must approve the search procedures and progress. Vacancy announcement and Curricula vitae MUST accompany proposals for visits.

¹ To avoid additional processing, alternate are suggested. If alternate candidates are invited to campus for an interview submit a memo to Academic Personnel explaining why the alternate is being interviewed and which of the alternate's is being invited.

V. EQUAL EMPLOYMENT OPPORTUNITY

REVIEW OF SEARCH PROCESS:

Committee EEO Designee

Note: If problems occurred in the recruitment or selection phase they will be detailed by the Affirmative Action Officer or Designee on a separate page. The appropriate administrator is responsible for canceling a recruitment.

VI. APPROVALS:

Department Chair

Date

Dean

Date

Campus Affirmative Action Officer

Date

Provost or designee

Date

Attach a copy of each of the following:

1. Copies of each posted ad including Web, Magazines, Newspapers, and Journals.
2. Recruitment Plan.
3. A list of ALL applicants.
4. Copy of Vacancy Announcement.
5. Curricula Vitae of prospective interviewees.
6. Copies of Reference Check Confirmation Forms for each prospective interviewee.

After obtaining ALL signatures distribute to: ARO, APS, and Department