

Department Action Log  
Tenure

Department \_\_\_\_\_

Recruitment Number \_\_\_\_\_  
Multiple Positions?

Search Committee Members (Print Names )

\_\_\_\_\_, Chair

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INITIAL RECRUITMENT PROCESS (INSERT DATES)

Action

\_\_\_\_\_ Position Description [PD] approved by Faculty Affairs and Recruitment Number assigned

\_\_\_\_\_ After approval- Position Description mailed to Faculty Affairs for posting on University web site

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