

**"REQUEST TO SEARCH"
FOR FACULTY/EXEMPT STAFF POSITIONS**

TO BEGIN A SEARCH, COMPLETE THIS FORM AND SUBMIT IT TO YOUR VICE PRESIDENT/DEAN

Department/Administrative Division: _____

Title of position: _____

Type of appointment

• **Exempt Staff:** 12 month 11 month 10 month Other: _____

• **Faculty:** Tenure track Visiting Academic Concentration: _____

Full-Time Regular Full-Time Temporary Part-Time Explain: _____

Date duties begin: _____ Salary range: _____

Reason for search: *Replacement New position Other: _____

**If replacement position, indicate: Retirement Resignation Sabbatical leave
 Personal leave Professional leave of absence Termination Other: _____*

This is a replacement for which individual: _____

SEARCH COMMITTEE:

Search Chairperson: _____ Phone: _____

(The committee must include representation of both genders and if practical, ethnic and racial diversity, and student membership.)

Department Members: _____

Member(s) from other departments: _____

Student(s): _____

ADVERTISING:

Prepare the ad copy based on the job description and search committee input. *(Please send a copy of the advertisement to Karen Butler as an attached file via e-mail).* The Human Resources Office will handle all internal and external advertising upon confirmation that the search is authorized and that the search meets our diversity guidelines. There can be no advertising or distribution of job descriptions until the **"Request to Search"** form is approved.

For more information about the entire search process please go to:
<http://www.stlawu.edu/resources/exempt%20search%20packet.pdf>

RECRUITMENT PLAN:

The search chair/committee will recruit applicants by: *(print and online advertising, contacts with other departments/universities, conferences, etc. Note for AA efforts in particular.)*

PRINT ADS (2 publications): _____

INTERNET: _____

CONTACTS WITH COLLEAGUES VIA: _____

CONFERENCES: _____

OTHER: _____

(SEARCH CHAIR)

(PHONE NUMBER)

(DATE)

SIGNATURES: *Please obtain the following signatures in the order designated.*

Administrative or Department Head: _____
(Signature) (Date)

Vice President: _____
(Signature) (Date)

Budget Officer: _____
(Signature) (Date)

VP/Community and Employee Relations: _____
(Signature) (Date)

President: _____
(Signature) (Date)

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

- President's Office
- Vice President
- Department Head

- Search Chairperson
- Human Resources
- Budget Officer

Date: _____