

### Form 1: Authorization to Recruit Academic Dean/Associate Dean

Screening Committee Chair: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Support Staff: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Equity Advocate: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

**Complete Form 1 must include the following:**

- 1) Draft Vacancy Announcement reviewed by Equity Advocate - Please submit an electronic copy to: [academicpersonnel@humboldt.edu](mailto:academicpersonnel@humboldt.edu)
- 2) Confidentiality Acknowledgement & Agreement for Search/Screening Committee Members and Support Staff  
*Please confirm that all members are current on their Avoiding Unconscious Bias training or are scheduled to complete the training prior to the start of the search.*
- 3) Strategic Advertising/Recruitment Plan reviewed by Equity Advocate
- 4) Current Position Description

**Account to be charged for advertising:**

_____	_____	_____	_____	_____	_____
Account	Fund	Dept. ID	Program	Class	Project

**Position:** \_\_\_\_\_

Classification	Class Code #	Working Title	Salary Range
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**Hiring Unit:** \_\_\_\_\_

New CMS Position # \_\_\_\_\_

Replacement for \_\_\_\_\_ CMS Position # \_\_\_\_\_

**Position Funding Source:**

_____	_____	_____	_____	_____	_____
Account	Fund	Dept. ID	Program	Class	Project

College Dean/University Library Dean \_\_\_\_\_ *Sign for Associate Dean position ONLY* \_\_\_\_\_ Date \_\_\_\_\_

Associate Vice President for Faculty Affairs \_\_\_\_\_ Date \_\_\_\_\_

Provost and Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

University Budget Office \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

**Please Return Original to Academic Personnel Services**

**Distribution:** Original to APS for routing. Approved copies distributed electronically to Search/Screening Committee Chair/Support Staff, College Dean/University Library Dean (Associate Dean position ONLY), Academic Affairs Budget Office, University Budget Office, Vice President for Academic Affairs and Office of the President.