

Form 3: Interview Request Academic Dean/Associate Dean

Check One:

Telephone Interview

Include hardcopy of Form 3: Minimum Qualifications/Applicant Completeness Review Spreadsheet (provided by APS - Please also send electronically to academicpersonnel@humboldt.edu)

Personal Interview

On a separate sheet of paper please list all candidates who were approved on Form 3: Interview Request (Telephone Interview) that are not being selected for further consideration and include specific rationale for non-selection for each candidate.

IMPORTANT: Evaluate each non-selected candidate against the qualifications listed in the vacancy announcement. Avoid comparisons between candidates. Do not rank candidates.

Position Title: _____

The following candidates are requested for interviews:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Search/Screening Committee Chair Date _____

Reviewed by:

College Dean/University Library Dean *Sign for Associate Dean positions ONLY* Date _____

Senior Associate Vice President for Faculty Affairs & Human Resources Date _____

Approved by:

Provost and Vice President for Academic Affairs 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 (for Associate Dean position ONLY) and VPAA.