

FACULTY SEARCH DOCKET DEPARTMENTAL FORM

This form, along with other materials you attach, will serve as a complete *Faculty Search Docket* for each finalist in a faculty search.

Instructions (Please retain this page for your information)

1. The complete *Faculty Search Docket* for each candidate must include:
 - A. This completed *Departmental Form*.
 - B. The candidate's current OI (with dates and an indication of full-time/part-time status of each teaching position).
 - C. Creative materials (if applicable).
 - D. THREE letters of recommendation.
2. Completed *Faculty Search Dockets* for all finalists in a given search should be **sent to the attention of the Office for Faculty together as a packet**. Do NOT send materials directly to the Dean's office.
3. Dean Green interviews the finalists, reviews the Search Committee recommendations, and makes the final decision to fill the position.

If you have any questions regarding the status of a docket, please contact the Office of Faculty.

Kathleen McDermott	_____	Date _____
Louis Scheeder	_____	Date _____
Allyson Green	_____	Date _____

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Candidate Information

Name of Candidate: _____
First
Last

Department: _____

Recommended Position Title: _____

Line (Prior Incumbent): _____

Current Institution: _____

Mailing Address: _____

Telephone: _____ **Fax:** _____

Email Address: _____

Search Committee Recommendations

Tenured Status Recommended by Committee:

☐ Tenured:
 ☐ Tenure pending review
 ☐ Tenure-track (probationary)
 ☐ Non tenure-track/Contract
☐ N/A (does not have a teaching appointment)

Proposed Length of Appointment

☐ Limited Appointment
 ☐ One Semester
 ☐ Fall
 ☐ Spring
☐ Academic Year
 ☐ Academic Year (no summer - Visitors Only)

Proposed Salary: \$ _____ **Salary of Prior Incumbent: \$** _____

Housing Needed: _____

Please note: Local residents and visiting faculty are not eligible for housing requests.

Proposed Research Fund \$ _____ **Travel Fund \$** _____

Other \$ _____

Reimbursement of moving/travel expenses up to: \$ _____

Affirmative Action Documentation

Candidate's Legal Name	Department	Org. No.	Rank/Title	Job Class Code
Recruitment Source	Gender/Ethnicity	D/V Status	Prior NYU Employment (with dates)	
Social Security Number (if available)	Highest Degree Earned/Discipline		Month/Year Received	

Total Number of Applications Recieved	Number of Female Applicants	Number of Finalists (Applicants Interviewed)

Census Breakdown of Finalists	Female	Male
Asian		
Black		
Latino / Latina		
Native American		
White		

Brief Rationale for this Appointment (please indicated if memo is attached)