To be completed by Department Chair and forwarded to the Office of Faculty Affairs (OFA) @ extended zip 0021. After completion submit to OFA on September 1 of the year your pool report is due (required every other year).

Department Name: __________________________ College: __________________________

Department Chair Signature: __________________________ Date: _________________

Dean or Dean’s Designee: __________________________ Date: _________________

Area of Specialization: __________________________

PeopleSoft Position Number: __________________________

Attach Position Announcement or give details from ad:

Places where Position Announcement was sent and Publications where position was advertised:

Total number of applicants: ______

Names of faculty on Recruitment Committee:

Selection criteria used to screen all applicants in pool:

Procedures followed in screening all applicants in pool: