

*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: