

*Use Academic Unit Letterhead*

## Request to Collapse Faculty Search - Example

February 29, 2015

TO: Rodney K. Rogers  
Provost

Sandra Heck  
HR Equity Officer, Office of Human Resources

FROM: Jane Doe  
Dean

RE: Closure of Search – Assistant Professor, Zoology  
Job Opening # 65432; Position # 1234

We have completed a national search for the tenure-track faculty position of Assistant Professor and Program Director, Avian Studies. The small applicant pool, coupled with the withdrawal of several strong candidates, did not yield an acceptable candidate with appropriate academic and professional credentials. Therefore, we request permission to collapse this search.

I will be meeting with the Department Chair to review the recruitment process and timeline so that a new search can be launched as soon as possible.

Yes, I approve the request to collapse this search.

\_\_\_\_\_  
Signature - Provost

\_\_\_\_\_  
Date

Yes, I approve the request to collapse this search.

\_\_\_\_\_  
Signature – HR Equity Officer

\_\_\_\_\_  
Date

copy: Dr. M. Anopheles, Department of Zoology