*Use Academic Unit Letterhead*

Request to Collapse Faculty Search

*Date*

TO: *Name*

 Provost

 *Name*

 HR Equity Officer, Office of Human Resources

FROM: *Name*

 Dean

RE: Closure of Search – ***rank, academic unit***

 Job Opening # \_\_\_\_\_\_; Position # \_\_\_\_\_\_

We have completed a *[regional/national]* search for the faculty position of *rank*, *[Academic Unit]*. *[Include rationale for requesting closure of search: small applicant pool did not yield an acceptable candidate with appropriate academic and professional credentials; withdrawal/loss of top candidates to other institutions; etc.]* We request permission to close this search as a suitable candidate was not hired.

IF APPROPRIATE: I will be meeting with the *[Department Chair/School Director]* to review the recruitment process and timeline so that a new search can be launched as soon as possible.

IF APPROPRIATE: We would like to begin a new, *[national/regional/local]* search as soon as possible. Please let me know if you have any questions.

⬜ Yes, I approve the request to collapse this search.

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Signature - Provost Date

⬜ Yes, I approve the request to collapse this search.

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Signature – HR Equity Officer Date

copy: *Name, [Department Chair/School Director]*