

Faculty Forms Timeline, Record Keeping & Form Submissions

<u>Form</u>	<u>Timeframe/Due Date</u>	<u>Whom to submit to</u>	<u>Notes</u>
Form 1	At onset of Faculty Search	Submit to OID, Provost, keep copy	Use Faculty Utilization table to find workforce composition #'s and "availability" %
Invitation to Self-Identify	Upon receipt of applications	Record responses on spreadsheet and keep forms in department	Send email acknowledgment to applicants with the Invitation to Self-ID; record responses on spreadsheet and file forms by job applied for
Form 2	At conclusion of Faculty Search	Submit to OID, Provost, keep copy	Form to be filled out by dept or search committee chair; upon completion, submit form
Form 3	At conclusion of Faculty Search	Submit to OID, Provost, keep copy	Upon completion, submit form
Form 4	At end of school year, no later than June 15	Submit to OID	Using spreadsheets prepared for each opening, add up all applicants for all job openings for the entire fiscal year and total up according to rank, gender, and minority status as indicated. Then submit to OID by deadline.
Ongoing Applicant Tally	Ongoing from beginning to end of search	Keep at department	Use this spreadsheet tally to fill in Forms 2 and 3 at conclusion of search. Use tally sheets to fill in Form 4 at conclusion of academic year.