



**Administrative Approval Form**

**Non-Classified (Faculty and Professional) Positions**

Complete IMMEDIATELY following successful applicant decision, print and route for signatures.

Vacancy # \_\_\_\_\_ Department: \_\_\_\_\_ Title: \_\_\_\_\_  
Position: New Replacement

Successful Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

Amount Offered: \_\_\_\_\_ Service Basis: (Check all that apply)  
9 mo. Tenure-Track Date Offer Accepted/ Closing Date: \_\_\_\_\_ Start Date/ Date of Hire: \_\_\_\_\_  
12 mo. Staff  
Tenure Non-Tenure Track

Where was the position advertised other than the SFA website and TWC.  
(List all journals/advertising medias/institutions/agencies/professional organizations/list serves/conferences that included recruiting efforts)

List all external costs associated with this recruitment.  
(i.e. outside recruiting firms, relocating expenses, travel reimbursements, advertisement expenses.)

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List the names of search committee members and chair for this vacancy and the approx. number of hours spent attending meetings, interviewing, administrative work, etc.

Number of Applicants: Total: \_\_\_\_\_ Female: \_\_\_\_\_  
Number of Applicants Interviewed: Total: \_\_\_\_\_ Female: \_\_\_\_\_

**Narrative Reasons for Selection of Successful Applicant**

Specifically give reasons why the successful candidate is better and more successful than other candidates with respect to education, experience, work history, references, interview, etc. How does this person compare to those not selected?



**Non-Selected Candidates**

List all applicants **interviewed but not chosen** as the successful candidate for this position. Indicate appropriate codes for non-selection of each candidate interviewed but not chosen. See Non-Selection codes. More than one code maybe needed for some applicants. Please print additional pages if more than 10 applicants are interviewed.

Name	Code
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____

Comments:

Use this section to explain codes: A-14, B-7, C-10, D-8, NF-8 & NF-12, **if used**.

**Signatures**

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
EEO Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affirmative Action Coordinator

\_\_\_\_\_  
Date