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FORM D
RECRUITMENT SUMMARY
AUBURN UNIVERSITY

Position No. _____
Position Title _____
Department _____
College or VP _____

CANDIDATE INFORMATION

Person Recommended _____ Salary Rate $ _____

Type of Position (Check as appropriate): Date of Final Recommendation _____

☐ TT ☐ NTTF ☐ Visiting Faculty
☐ A&P ☐ Univ. Staff Anticipated Start Date _____

☐ F/T ☐ P/T If term appt., length of appointment _____ Current AU Employee? ☐ Yes ☐ No

INSTRUCTIONS

1. Attach a brief summary indicating each interviewed candidate's qualifications and the criteria differentiating the recommended candidate from the others. Explain why the recommended candidate was chosen.

2. **For TT, NTTF, and Visiting Faculty:** After the departmental executive officer has signed and obtained approval signature from the Dean or Vice President, this form, along with AA/EEO Form B and the HR100, part B, should be forwarded to the Provost for approval.

For Staff and A&P appointments: After the department executive officer has signed and obtained approval signature from the Dean, Director, or Vice President, this form, along with the HR-106, part B; AA/EEO Form B; copy of HR referral form; and a copy of resume and application of the selected candidate, should be forwarded to Human Resources for approval.

3. For TT, NTTF, and Visiting Faculty: Following approval by the Provost, Forms D and B, along with a copy of the approved HR100 and a copy of the vita for the selected candidate, will be FAXed by the Office of the Provost to AA/EEO for review.

For Staff and A&P appointments: Following approval by Human Resources, Forms D and B, along with copies of the approved HR106, the HR referral form, and the resume and application of the selected candidate, will be FAXed by University HR to AA/EEO for review.

4. For TT, NTTF, and Visiting Faculty: If no issue is raised by AA/EEO to the Provost within 48 hours, the HR100 will be released to the unit liaison for extension of an offer of appointment.

For Staff and A&P appointments: If no issue is raised by AA/EEO to University Human Resources within 48 hours, the HR106 will be released to the unit liaison for extension of an offer of appointment.

Provided by: _____
Departmental Executive Officer Date

Approved by: _____
Provost (for TT, NTTF or Visiting Faculty) or Date
University Human Resources (for A&P and Univ. Staff)

Approved by: _____
Collegiate Dean, Director or Vice President Date

Approved by _____
Office of Affirmative Action/EEO Date

Rev. 02/07 Office of AA/EEO