

**Search Authorization Form**  
**Attach Vacancy Announcement (and Job Description, if non-faculty)**  
**January 2003**

1. Position Title: \_\_\_\_\_ 2. Acct. No. \_\_\_\_\_ 3. PIN: \_\_\_\_\_

4. Division/College: \_\_\_\_\_ 5. Department \_\_\_\_\_

6. New Position \_\_\_\_\_ Replacement \_\_\_\_\_ Ad Interim Replacement: \_\_\_\_\_

If Replacement, for whom? \_\_\_\_\_

7. Type of Appointment: Faculty: \_\_\_\_\_ Tenure Track \_\_\_\_\_ Non Tenure Track  
Non-Faculty: \_\_\_\_\_ Administrative \_\_\_\_\_ Professional Staff

8. Starting Date: \_\_\_\_\_ Salary Range: (Please specify) \_\_\_\_\_

9. Salary Verification: Faculty \_\_\_\_\_  
VPAA Verification if applicable

Non-Faculty \_\_\_\_\_  
HR Verification

10. Type of Search: \_\_\_\_\_ New \_\_\_\_\_ Extension \_\_\_\_\_ Reopened

11. Scope of Search: **Position must be open for at least 10 days.**  
  
\_\_\_\_\_ **Internal** Current employees only will be considered.  
\_\_\_\_\_ **Local** City of Commerce and surrounding areas  
\_\_\_\_\_ **Regional Professional staff/Non TT Faculty** Labor market:  
State of Texas  
• minority recruiting sources  
• newspaper in selected major cities  
\_\_\_\_\_ **National Administrative/Tenure track faculty** Labor Market:  
United States  
• minority recruiting sources  
• selected higher education source(s)

**Required Signatures:**

1. \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

2. \_\_\_\_\_ Date \_\_\_\_\_  
Dean/Director

*Approval to Conduct Search:*

3. \_\_\_\_\_ Date \_\_\_\_\_  
Vice President (if applicable)

*Review of Vacancy Announcement:*

4. \_\_\_\_\_ Date \_\_\_\_\_  
EEO Coordinator

*The appropriate Vice President's office will distribute copies to each office indicated by signatures above.  
Once completed, original forms must be submitted to EEO Coordinator.*

**Search authorization form must be completed with all required signatures before posting.**