



NOTICE OF FAILED SEARCH

This form is to be completed by the Search Chair or Dean/VP.

Complete	
¹ Division:	² PRF Number:
³ Academic College (if applicable):	
⁴ Department:	
⁵ Position Title:	⁶ Number of Applicants:

Reason for Failed Search - Check all that apply & provide detailed explanation of why you are requesting to fail search
<input type="checkbox"/> Budget
<input type="checkbox"/> Offer Made and Declined - Number of applicants offered the position: _____ <input type="checkbox"/> Insufficient Salary Offer <input type="checkbox"/> Other (explain):
<input type="checkbox"/> Insufficient Pool: <input type="checkbox"/> Lack of Diverse Pool <input type="checkbox"/> Lack of Applicants <input type="checkbox"/> Lack of Qualified Applicants
<input type="checkbox"/> Other (explain):
<i>(Attach additional explanation if necessary)</i>

Dean/Vice President

Date

Office of Equal Opportunity and Title IX

Date

Human Resources

Date

Distribution of Completed Form: Original - to Human Resources (for distribution)
Copies to: Vice President, Dean, Office of Equal Opportunity and Title IX, Search Chair (will close out file)