

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

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

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

6. Department Head \_\_\_\_\_

7. New Position  Replacement  Ad Interim Replacement:

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

8. Type of Appointment: Faculty:  Tenure Track:  Non Tenure Track

9. Starting Date \_\_\_\_\_ 10. Salary Range: (Please specify) \_\_\_\_\_

11. Salary Verification: Faculty

VPAA Verification if applicable \_\_\_\_\_

Salary Verification: Faculty

HR Verification \_\_\_\_\_

12. Type of Search:  New  Extension  Reopened

13. Scope of Search \_\_\_\_\_

**Position must be open for at least 10 days.**

**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)

\_\_\_\_\_  
Dean/Director

\_\_\_\_\_  
Date

*Approval to Conduct Search:*

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

\_\_\_\_\_  
Date

*Review of Vacancy Announcement:*

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Search authorization form must be completed with Vice President's signature before posting.

**Position Vacancy Announcement**  
*(See next page for example)*

<b>Job Title</b>	
<b>PIN</b>	
<b>Job Posted</b>	
<b>Closing Date</b>	
<b>Division/Dept</b>	
<b>Job Group</b>	
<b>Location</b>	
<b>Salary</b>	
<b>Security Sensitive?</b>	
<b>Major Job Duties</b>	
<b>Minor Job Duties</b>	
<b>Required Education and Experience</b>	
<b>Preferred Education and Experience</b>	
<b>Comments to Applicants</b>	
<b>Required Documents</b>	
<b>Sent Application To</b>	

**Please include the following information:**

1. Job Title:
2. PIN: *R00000*
3. Date Job Posted: *01/01/2007*
4. Job Closing Date  
**OPTION 1:** *Applications will begin to be reviewed on mm/dd/yy.  
Position is open until filled:* (for this category all applications must be given consideration until an offer is made).  
**OPTION 2:** *Position closing date: mm/dd/yy* (Positions with listed closing dates must consider all applications received by the above post marked date; no applications received after this date can be considered).
5. Division/Dept.
6. Job Group *Faculty, professional*
7. Location *Commerce, Mesquite, Midlothian*
8. Salary *Commensurate with qualifications and experience (or) state starting range*  
**Statistics have shown that stating an actual starting salary will attract a larger pool of qualified applicants.**
9. Security Sensitive Position *Yes, No*
10. Major Job Duties
11. Minor Job Duties
12. Required Education and Experience ***PLEASE NOTE: If doctorate is advertised as required, applicants should have completed all requirements for the degree (verification from conferring institution attached to vita/resume) by the time of employment (hire date).***
13. Preferred Education and Experience
14. Comments to Applicants *All materials submitted should reference the position and Pin number  
Related to the position*
15. Required Documents *Application for employment  
Letter of application (cover letter)  
Resume  
Names and full contact information for three professional references  
Official Transcripts*
16. Send Application To