

The Faculty of Arts and Sciences

**Form 3: Authorization for Faculty Appointment and Affirmative Action Recruitment Report**

Form 3 is completed after the final ranking of candidates interviewed. Candidates cannot be offered a position until an approved Form 3 is received by the department/program from the Associate Dean’s Office (via email).

Retain all search records according to the retention period listed on [Records Management’s Website.](https://www.dartmouth.edu/library/recmgmt/collegewide.html) If you are using Dartmouth’s designated electronic faculty search system (currently Interfolio), that system serves as the archive.

Date:

A&S Search Number: Interfolio Search Number: Position Description: Search Committee Chair:

**Appointment Recommendation Process:**

1. When the department/program is ready to propose candidates for appointment, complete this form with justifications. Every candidate named on Form 2 must also be named on Form 3.
2. The Search Chair emails this form to [AS.Hiring@Dartmouth.edu](mailto:AS.Hiring@Dartmouth.edu) and their Associate Dean.
3. A&S Senior Advisor notifies the Office of Institutional Diversity and Equity (IDE) at [IDE.Hiring@Dartmouth.edu](mailto:IDE.Hiring@Dartmouth.edu%20%20%20) that the Appointment Recommendation is ready for review.
4. In consultation with the A&S Senior Advisor and Associate Dean, additional justifications or other steps may be requested.
5. The Associate Dean, in consultation with IDE and the A&S Senior Advisor, may require additional justifications and/or additional recruitment.
6. The Associate Dean will inform the Search Chair of their response to the appointment recommendation and remain on consultation throughout the hiring process.

**Appointment Recommendation Justification:**

Please provide below a summary of the reasons for the recommendation. Include an account of the departmental/program discussion, explain the characteristics that differentiate the candidates, and describe the voting process and outcome.

* 1. List in **ranked order** the candidates recommended for appointment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Highest degree | Present Position | Date added to short list | Date interviewed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2. List in **alphabetical order** the candidates interviewed but not recommended for appointment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Highest degree | Present Position | Date added to short list | Date interviewed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Approvals of Appointment List:**

* 1. Search Committee Chair Date:
  2. Dept/Program Chair Date:
  3. Dept/Program Chair\* Date:
  4. IDE EEO/AA Officer Date:
  5. Associate Dean Date:
  6. Associate Dean\* Date:
  7. Provost (if cluster hire) Date:

After the approvals are received, the Associate Dean’s office will forward copies to the Search Committee Chair, to the Office of Institutional Diversity & Equity (IDE), and to the Arts and Sciences Finance Center (ASFC) via email. The Associate Dean’s Office will retain the original copy of this Form.

\*For joint positions, both department/program chairs and respective Associate Deans must approve request.

**This page for Associate Dean's use only**

|  |  |  |
| --- | --- | --- |
| Name | Date Offer Initiated | Result |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Actions to take once the search is closed: Associate Dean records the original

Copy to Office of Institutional Diversity & Equity (IDE) Copy to Arts and Sciences Finance Center (ASFC)

Notification of hire (with a c.v.) by e-mail to the Associate Librarian