

Department Action Log
Tenure

Department _____	Recruitment Number _____
Search Committee Members (Print Names _____)	Multiple Positions? _____
_____, Chair	_____
_____	_____

INITIAL RECRUITMENT PROCESS (INSERT DATES)

Action

_____	Position Description [PD] approved by Faculty Affairs and Recruitment	Number assigned
_____	After approval- Position Description mailed to Faculty Affairs for posting on University web site	
