

Search Initiation Request

Department/Division or Institute:

Date Submitted:

Billet Number(s):

Rank(s):

Assistant Professor

Associate Professor

Professor

(check all that apply)

Line(s):

MCL

UTL

NTLR

NLT

CE

(check all that apply)

Please describe the programmatic need for the position; explain if this is a renewal/modification of a previous unsuccessful search:

Expected pool size (estimate):

IF UNDER: **30 for MCL** - **50 for UTL** (with clinical activity) - **100 for UTL** (no clinical activity) - **40 for NTLR**

Please explain expected small pool size: (number of graduates in field each year, newness of field, etc)

Please describe specific outreach plans to increase size and diversity of candidate pool in addition to advertising and letter distribution:

Solicitation letter – planned distribution:

Advertisement – planned distribution:

Search committee chair:

Diversity representative:

Committee members:

(Please note line and rank
of all committee members)

Known candidates: Internal or external candidates known to the search committee.

Name and current affiliation of known candidate(s):
Specify any connection to search committee member(s):

It is understood that any individuals with a conflict of interest with a known candidate cannot serve on the search committee. If a conflict of interest is identified in an ongoing search, that committee member must step off the search committee.

Known candidate CV's (attached)

Research space (building and room) for the candidate (required):

Advertisement (attached)

Letter soliciting candidates (attached)

Yes No Is it anticipated that this search will attract candidates who may require research animal housing space? If yes, please contact the Department of Comparative Medicine at 650-498-6285 or compmedfacultyaff@lists.stanford.edu

FAA or Department Contact

Department Chair Signature and Date