

**FACULTY POSITION REPORT
UNIVERSITY OF MASSACHUSETTS, WORCESTER**

Instructions for Completing the Faculty Position Report

The Faculty Position Report must be completed, and appropriate approval signatures obtained, **prior to extending any formal job offer.**

Report must be submitted with the following:

- draft of the formal offer letter, and
- copy of the candidate's CV.

Search Waiver of standard search procedures is allowed in specific circumstances. Please refer to the **UMMS Procedures for Faculty Recruitment** for details. Justification, including detailed explanation of funding sources, must be provided with both the Administrative Decision for Faculty Hires Request Form and the Faculty Position Report. In such cases, the Authorization for Faculty Search form does not need to be completed.

An informal job offer, including a **possible** salary level, may be discussed with the candidate of choice; it must be made clear to the candidate that a formal offer can only be made after Diversity and Inclusion Office (DIO) approval and approval of salary and proposed track and rank by the Vice Provost for Faculty Affairs. Furthermore, it should be made clear that final approval of the track and rank must be obtained from the appropriate committees, and the candidate must pass a criminal background check and pre-employment physical examination.

(Such informal offers should be expressed in terms of: “I will request a salary level of...”, “your proposed appointment must go through appropriate Affirmative Action procedures, is subject to approval by the Personnel Action committee of the School of Medicine and Executive Council, and is contingent on satisfactory completion of a criminal background check and pre-employment physical examination”).

Similarly, the subsequent formal offer letter should make it clear that the faculty track and rank are contingent upon any further necessary committee approvals such as that of the Personnel Action Committee and the Executive Council, (unless prior approval has been obtained), successful criminal background check and pre-employment physical examination.

The completed Faculty Position Report must be signed by:

- (1) the Search Committee Chair (for open searched, unless a search waiver is sought),
- (2) the Division Head, or Program or Center Director (if relevant), and
- (3) the Department Chair or Dean of the Nursing School,

before being submitted to the DIO (University Campus, S1-710, x6-2179) for equal opportunity and administrative approval. Following approval by the Executive Vice Chancellor for Administration and Finance (signature #6), the original form will be returned to the department, program or school.

Only after receiving authorization to hire, the department, program or school may to inform the candidate of her/his selection. After the candidate acknowledges acceptance of the offer of employment by signing the offer letter, the Department must forward a copy of the letter to the Office of Faculty Affairs (faculty.affairs@umassmed.edu).