

FORM A3

Permission to Invite Candidates to Campus

Instructions for Search Committee Chair:

- 1) Complete the form and attach each candidate's CV and the search committee's report.
- 2) Submit to the Dean for approval and signature, copying the school Coordinator and/or School Program Administrator.
- 3) Signed A3 form, CVs, and search report are uploaded to the corresponding SharePoint folder and an email is sent to UWT AHR team at gerriw@uw.edu and kwen1@uw.edu
UWT_Acad-Affairs_AHR_School Folders> UWT-Schools_AHR_School Name> Faculty Searches.
- 4) The Dean or designee will be notified when approved by the EVCAA.

Program/School:

Position:

Academic Area:

1. Candidate's Name:

Rank for which candidate is being considered:

Candidate's current position:

Anticipated date of campus visit:

2. Candidate's Name:

Rank for which candidate is being considered:

Candidate's current position:

Anticipated date of campus visit:

3. Candidate's Name:

Rank for which candidate is being considered:

Candidate's current position:

Anticipated date of campus visit:

UW Tacoma typically only brings 3 candidates for on-campus visit. Please provide a brief justification in the search committee report for inviting 4 candidates and attach additional pages.

I approve the request to invite the above candidates to campus for interviews.

Dean: _____
PRINT NAME SIGNATURE DATE

EVCAA: _____
PRINT NAME SIGNATURE DATE