

**MEMORANDUM**

Date: April 26, 2016

To: Donna J. Petersen, ScD, MHS, CPH  
Senior Associate Vice President, USF Health  
Dean, College of Public Health

From: (Department Chair)

RE: Search Plan for (rank/title) – Position # ( )

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As required by the University Office of Diversity, Inclusion and Equal Opportunity, I am submitting the Search Plan for the above referenced position for your approval and submission to the USF Health Office of Faculty Affairs. I have reviewed the Search Plan and have indicated my approval below.

The Search Plan includes the attachments listed below. Upon receipt of the required approvals, we will begin the recruitment process.

- Attachment I USF Health Faculty Position Funding Plan
- Attachment II Position Description
- Attachment III Search Committee Member List
- Attachments IV-VI Candidate Evaluation and Feedback Forms
- Attachments VII-VIII Campus Interview Feedback Forms
- Attachment IX Position Advertisement

Submitted by: \_\_\_\_\_  
Search Committee Chair

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Department Chair

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
COPH DIEO Liaison

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Dean or Designee

Date: \_\_\_\_\_