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 # ( )

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: ______________________________                         Date: ___________
Search Committee Chair

Approved: _________________________________       Date: ___________
Department Chair

Approved: _________________________________                         Date: ___________
COPH DIEO Liaison

Approved: _________________________________                         Date: ___________
Dean or Designee

Updated 6/2016 Faculty Affairs