

Notice of Completion

For Teaching, Research, Extension, and Administrative Personnel

Form Prepared By:	Phone:
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POSITION INFORMATION

1. Position Number	2. Date	3. File Number	
4a. Position Title			4b. Title Code
5a. Department/Unit	5b. Dept Code	6a. College/School	6b. Division Code
7. Primary Position Group		8. Service Basis	
9. Academic Home Department Name		10. Academic Home Department Sub Code	

POSITION STATUS

11a. Position Filled *(If yes, please complete items 12-19.)*

11b. Position Not Filled – No candidates from this pool still under consideration. *(Please check one of the following.)*

Close search¹; we will reopen at a later date with new Recruiting/Hiring Plan.

Keep search open¹; we have attached/will forward revised position advertisement.

OFFER ACCEPTED BY

12. Name	13. Gender	14. Race/Ethnicity²	15. FTE	16. Salary
17. Appointment Dates				
START DATE:		END DATE:	<input type="checkbox"/> <i>w/ possible reappointment at end of appointment term.</i>	
18. Tenure Status:				
<input type="checkbox"/> Tenured		<input type="checkbox"/> Tenure-Track <i>(Years toward tenure: _____)</i>	<input type="checkbox"/> Non-regular <i>(Tenure not applicable.)</i>	

CITIZENSHIP/INTERNATIONAL STATUS

19a. Country of Origin/Citizenship	19b. Date of Entry into the U.S.	19c. Visa Status of Family Members in U.S.
19d. Visa Classification	19e. Date of Current Visa	19f. Date of Terminal Degree

APPROVAL

Chair Signature³	Date Chair Approved	Dean/Director Signature³	Date Dean/Director Approved
Chair Signature³	Date Chair Approved	Dean/Director Signature³	Date Dean/Director Approved
Provost or Designee Signature		Date Provost or Designee Approved	

¹If the Candidates Demographic Data Form has not been submitted for this search, please attach to this form.
² Race/Ethnicity Codes: White (**W**); Black (**B**); Asian/Pacific Islander (**A**); American Indian/Alaskan Native (**I**); Hispanic (**H**).
³Joint appointments require concurrence by both divisions.
Please forward the completed *Notice of Completion*¹ to the Office of the Vice Provost for Minority Affairs, International Programs & Faculty Development. **(Do not send materials directly to the Office of the Provost.)**

