

INSTRUCTIONS FOR COMPLETING THE NARRATIVE SUMMARY FORM FOR FACULTY POSITIONS AND OTHER ACADEMIC POSITIONS: The Narrative Summary Form must be completed and approved before candidates may be invited for on-campus interviews. The Narrative Summary documents the methods and actions taken to advertise the position, recruit applicants, and select the Principal and Alternate candidate pools. This documentation is required to show that all appropriate equal employment opportunity and affirmative action initiatives have been taken.

This form must be completed and submitted for approval by the appropriate signatory authorities. Upon completion of the form, the Department Head or Director should submit the **original copy** and **all attachments** to the Dean or Director, and then to the appropriate Vice President, Chancellor or Provost who should send the original and all attachments to OED. OED will consult with the Department, as necessary, and will notify the department of the approval of the Narrative Summary Form. Departments may contact candidates in order to schedule interviews upon notification of the approved form.

Questions regarding this form should be directed to OED at 974-2498. Departments may also consult the UT "Search Procedures: Guidelines for Conducting Academic and Staff Exempt Searches" at <http://oed.utk.edu/searches>

Date: _____ Contact Person & Telephone #: _____

1. Search Information

Department/Unit: _____

Position & Position #: _____

OED (AA) File #: _____

Is this an Upper Level Search?: Yes _____ No _____

2. Search Committee Composition

STRIDE
Attendance
(Y/N, Date)

Search Committee Chairperson: _____

Search Committee Members: _____

Date of Search Committee Chair Meeting with OED: _____

3. Recruiting/Advertising Efforts

List of Publications in which the vacancy was advertised and dates of advertisement, and (to the extent possible) number of candidates who applied as a result: **(Attach additional sheets as needed)**

Publication

Dates of Advertisement

