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| **Process Step** | **Description** | **Approval Needed** |
| **Step 14: Request for Negotiations** | Once all on-campus interviews are complete, the search committee will fill out the Form C. The Form C contains the names of all applicants that were interviewed; either by phone or by phone and on-campus. The Form C must contain demonstrated, job related strengths and weaknesses of each applicant. Words such as “good fit” and “collegial” are not sufficient job related reasons. Instead, the descriptions should specify the facts which support such a conclusion. The Form C will be sent to the department chair (or director) for review, and then the chair (or director) will forward to the dean. The dean will request from provost to begin negotiations with the top applicant. *(Section C.11 of COFS)* | Chair (or director), dean and provost. |