

FACULTY INTERVIEW FORM

UTM Position Vacancy

Rank _____ Department _____

Salary Line \$ _____

Vacated by _____
Name/Rank

Reason: Retirement _____ Resignation _____ Other _____

Type of Appointment Proposed

Professor ___ Associate Professor ___ Assistant Professor ___ Instructor ___ Lecturer ___

Tenure Track ___ Non-Tenure Track ___ Limited Term ___ Temporary ___

Candidate Profile

Name _____ Highest Degree _____

Institution _____ Discipline _____

Current Employment Status

Unemployed _____ Last employed _____

Employed _____ Where _____

Position Title _____

Number of Years _____

Please attach copy of candidate's **letter of application, vita, transcripts, and reference letters** to this form.

These materials should be forwarded to the **Provost and Vice Chancellor for Academic Affairs** prior to the interview session with the candidate. Whenever possible, prospective faculty should be asked to demonstrate their ability to interact effectively with students preferably via a classroom presentation.