

ACADEMIC "POOL" SELECTION REPORT

*(Prepare this form whenever a person is selected from the "pool" to teach a course. Send this form, along with the position description and **ADA analysis forms**, to OEOD at 127 Woods Hall.)*

TO: Office of Equal Opportunity and Diversity (OEOD)

FROM: _____
Chair (print) (Signature)

Department School/College or Division

RE: Selection of Person from the Pool to fill a vacancy of less than 75% FTE

DATE: _____

This is to advise you that _____, _____, _____,
Name (Last, First, Initial) (Gender) (Race)

has been selected from the pool of the _____ to
(Department)

the position of _____ to teach _____,
(Job Title) (Course and Number)

effective _____ through _____. The salary is _____. This person is

_____ FTE for _____ one day(s)/month(s). (Must be less than 30 hours per week.)

cc: Appropriate dean