



FACULTY AFFAIRS
& DEVELOPMENT

Faculty Search Phone Reference Check Form

Instructions

1. Complete a separate form for each phone reference check:
 - 1.a) Three (3) phone reference checks for Tenured and Tenure-track recruitments.
 - 1.b) One (1) phone reference check for Non-tenure track recruitments.
2. Please record your questions and answers in the comment section below.
3. Submit the form(s) to Faculty Affairs & Development, WH-368, attention Gennie Hardy.
Please see the "Guide to Completing Appropriate Phone Reference Checks" for more information.

FACULTY SEARCH INFORMATION

College/Division:

Department/Program/School of:

Name of Search:

Applicant's Legal Name:

REFERENT INFORMATION

Date of Reference Check:

Name of Referent:

Position:

Phone No:

Referent's Affiliation:

Indicate method of contact : Email

Telephone

QUESTIONS/COMMENTS:

Signature

Date

REV. 8/2019