

**Binghamton University**  
**Division of Diversity, Equity & Inclusion Search Form**  
**Part IIb – Approval for Campus Interview**

**Position Title:**

**Department:**

**Department Chair:**

**1) Please identify a minimum of three (3) qualified candidates to whom the Search Committee wishes to offer an on-campus interview. If the Search Committee is proposing less than three (3) qualified candidates, please provide justification in writing on an attached sheet to DEI.**

<u>Name</u>	<u>Race/Ethnicity</u>	<u>Gender</u>

**2) Please move each above-cited candidates' resume/vita to Affirmative Action Part 2 folder in Interview Exchange.**

**3) Please indicate whether you have confirmed candidate's required degree? (For faculty searches, see Division of Diversity, Equity and Inclusion Search Form – Part III)**

**4) Please indicate the timeframe in which you anticipate to complete interviews? (i.e. 30 days)\_\_\_\_\_**

**5) Approved by:**

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Signature of Search Chair

Date

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Signature of VP, Dean or Designee

Date

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Signature of Chief Diversity Officer

Date

***Please do not extend invitations for remote inquiry until you have received approval from Division of Diversity, Equity and Inclusion to do so.***