



APPLICATION CONFIGURATION FORM ACADEMIC RECRUITMENT YEAR: 2025-2026

Job Number: _____

RECRUITMENT INFORMATION

Department: _____

Job Title: _____

CONFIGURATION DETAILS

Faculty Affairs requires a letter of application, curriculum vitae, three references, and an equity and diversity statement from every applicant in order to submit an online application for a tenured/tenure-track position via CHRS Recruiting in PageUp. Departments may require additional discipline specific materials as part of the application process.

Instructions:

1. Please list all application materials in the table below.
2. For each item, designate the status (Required, Optional, or If Applicable). The status will display next to each item within the online application.
3. For materials designated as "Required," please indicate if the item(s) should be configured in the application as "System Required." If "Yes," this configuration prevents the applicant from submitting any portion of the application without uploading the "System Required" item(s).

APPLICATION MATERIALS		Status	System Required
			Yes or No
1	Letter of Application	Required	Yes
2	Curriculum Vitae	Required	Yes
3	Student Success Statement	Required	Yes
4	Three References	Required	Yes
5			
6			
7			
8			
9			
10			

Search Committee Chair - Signature	Date	Dean/Associate Dean/Designee - Signature	Date