

# Assigning a Tracking Number

The tracking number is a 10-digit code that begins with the Justification to Open Ladder Faculty Search form and is used through the final appointment. **The tracking number is assigned by the department** at the time the first form is submitted. The tracking number includes the campus department code (4 digits), the period during which the search is authorized (4 digits: first two digits indicate starting year, second two, indicate ending year) and a chronological department search number (2 digits).

For example:

**0565-0506-01**

English Department – Search in '05-'06 - first search for the department

**0965-0507-01**

Atmospheric and Oceanic Sciences- Search in '05-'07 - first search for the department

If the department has more than one search, then the last digits would differentiate each search as 01, 02, 03, etc. The purpose of the tracking number is to facilitate tracking the number of searches ongoing in each school and department and to easily differentiate one search from another within a department. The two year code indicates the time frame for the search and appointment. It also indicates when a renewal is needed, if a search is not completed successfully within the time frame.

The tracking number should be included in job advertisements and postings. It must be referenced by job applicants when they respond to the applicant demographic survey, so that applicants can be matched with the correct job posting.

The last two digits in **Non-Ladder Academic Searches** begin with “N” to differentiate them from Ladder Faculty Searches. The “N” is pre-printed on the form.

*If a faculty search is not completed during the first year of search, you may continue to use the same tracking number and renew the search for a second year, by contacting your division or school office and the office for Faculty Diversity & Development. However, if your search continues for a third year, new forms and a new tracking number must be created. In this instance you may also want to review and revise your recruitment plan, job posting and advertisement.*

**Remember to use the tracking number in all position announcements, advertisements, correspondence, forms and final dossier, if appointed.**