

## Request to Amend Principal and/or Alternate Pools

*This form must be used to request approval to amend previously approved principal and alternate pools. The search chair must not communicate with applicants until approval has been granted.*

Instructions	
<b>1</b>	The search chair must identify the new principal and/or alternate candidates in Interfolio by changing candidates' statuses (see instructions attached to Request to Schedule Campus Interviews form).
<b>2</b>	The search chair must add strengths and weaknesses statements for each new principal and/or alternate candidates in Interfolio by opening the candidate's record and adding these statements to the Notes Field (see instructions attached to Request to Schedule Campus Interviews form).
<b>3</b>	After completing steps 1 and 2 above, this form must be sent via email to OED. Pool amendment requests only go to OED for approval. Please check with your department head and/or dean about their expectations about involvement in amendments.
<b>4</b>	One approval has been granted by OED, this signed form must be added to the Interfolio search record by the search committee chair <u>before</u> inviting applicants to campus.

Position Information
Interfolio Position ID Number _____
Number of New Principal Candidates _____
Number of New Alternate Candidates _____

Explanation of Amendments
Provide an explanation of why you need to amend the principal and/or alternate pools.

**Verifications**

The search chair verifies the following:

New principal and alternate candidates have been identified in Interfolio by changing their statuses accordingly.

Strengths and weaknesses have been included for each new principal pool and alternate pool candidate in Interfolio.

**Required Signatures**

Search Chair: \_\_\_\_\_

Office of Equity and Diversity: \_\_\_\_\_  
Katrice Morgan (kmorgan4@utk.edu)