ACADEMIC ADMINISTRATOR

SCREENING MATRIX

Dean
College of Nursing
Required Qualifications

Sample (based on sample long advertisement copy for this position)

Applicant Name	App. Material		Excl.**	Required Qualifications						Excl.**	Notes
	CV	Letter		Doctorate	Nursing Grad Degree (PhD, MSN)	Elig. for AZ RN	Commitment to research excellence[1]	Commitment to quality undergrad education[2]	Commitment to quality graduate education[3]		

** If a column is left blank because an item is missing or a qualification is not met, the applicant is excluded (excl.) from further consideration.
(1, 2, and 3 are examples of criteria used to determine whether applicants meet the required qualifications)

[1] Publications, grants, presentations, professional organization roles, testimony, reviewer, other
[2] Teaching, awards, research, grants, advising/mentoring, other
[3] Teaching, awards, research, grants, theses chaired dissertations, mentoring

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Desired Qualifications

Sample (based on sample long advertisement copy for this position)

Applicant Name	Desired Qualifications						Notes
	Leadership, org., & mngmt.exp.[4]	Written communication skills[5]	Proficiency in budgeting, resource mngmt.[6]	Exp. In shared governance[7]	Exp. Facilitating external funding[8]	Knowl. of inst. persp. on acad. progs.[9]	

(4 through 9 are examples of criteria used to evaluate whether applicants meet the desired qualification)

[4] Positions held, employer
[5] Letter, CV
[6] Position, amount of funds, grant activity, type of resources
[7] Faculty, staff, students, administration
[8] Development, grants, foundations
[9] Position, committee work, programs developed