

SEARCH COMMITTEE CHECKLIST

- ___ Academic Affairs Form #1 approve; search committee composition is 25% female
- ___ Search guidelines received and reviewed
- ___ Position announcement drafted, approved, and advertised in appropriate publications (Refer to Guidelines for Faculty and Administrative Searches in the Faculty Handbook Section 3.18.1)
- ___ Search schedule determined; time-line for screening, interviewing, recommendation

- ___ Letters of acknowledgement mailed with Affirmative Action Card, Biographical Data Form, Voluntary Self-Identification of Disability and an Invitation to Self-Identify as a Protected Veteran
- ___ Applicant materials reviewed; calls made as necessary
- ___ Two/Three candidates recommended for interview

- ___ Interview schedule completed; lodging meals, and transportation arranged
- ___ Interviews evaluated; evaluations reviewed
- ___ Recommendations forwarded through approval channels

- ___ Thank you letters mailed to unsuccessful applicants with materials returned (if requested)
- ___ Affirmative Action Report completed and forwarded through approval channels to the Office of Academic Affairs