

SEARCH COMMITTEE CHECK LIST

- ___ Academic Affairs Form #1 approved; 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 @ <http://www.southalabama.edu/academicaffairs/guidelinesfacadmin.pdf>)
- ___ Search schedule determined; time-line for screening, interviewing, recommendation

- ___ Letters of acknowledgment mailed with Affirmative Action Card and Biographical Data Form
- ___ 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