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

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____  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

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____  Interview schedule completed; lodging meals, and transportation arranged

____  Interviews evaluated; evaluations reviewed

____  Recommendations forwarded through approval channels

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____  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

04/15