

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