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