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