

## 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