



### SEARCH COMMITTEE CHAIR CHECKLIST

- Position has been posted and professional journal advertising requested for faculty positions
- Conducted initial meeting with EO Officer to review Search Chair responsibilities
- Search committee has been convened by the hiring manager  
*(Includes cross-institutional representation and reflects the diversity of the campus)*

#### **Administrative positions**

- Vice President, Deans, Executive Directors, and Directors: minimum of 5 members
- Staff Associate/ Assistant, Assistant/ Associate Director: minimum of 3 members
- \*APA positions should have at least 1 APA member

#### **Classified positions**

Must contain at least 1 AFSCME member and have no less than 3 members total

#### **Faculty positions**

Faculty Searches Guidelines and Procedures and departmental guidelines for search committee selection

- All search committee members and hiring manager have completed orientation
- Each search committee member reviewed all candidates
- Interview questions submitted to EO Officer for review and approval
- Recommended candidates submitted to EO Officer for approval
- Interview schedules coordinated with Office of Diversity and Inclusion
  - Professional courtesy of a **2 week advance notice** regarding committee availability
  - Type & duration of interviews has been specified; each phase of the interview process submitted to and approved by the EO Officer
- EEO requisition
  - Completed on Interview Exchange
  - Consensus summary attached
- Search committee member notes submitted to Office of Diversity and Inclusion