AA/EEO CHECKLIST
College of Arts and Sciences
(Faculty, Professional and Research Foundation Recruitments)

Searches have three stages that require approval from the CAS AA/EEO Committee: Open-Search, Mid-Search, and Pre-Hire/Close-Search. The close search also requires approval from the Office of Institutional Diversity and Equity (OIDE). The AA/EE Committee meets every Wednesday at 11:30. All materials for Committee review must be at the College of Arts and Sciences office by 5 PM the day before the Committee meets.

1. OPEN-SEARCH APPROVAL: required before position is advertised.
After receiving permission from the dean and provost to begin a search, you must submit an Open-Search package to the CAS AA/EEO Committee. Items to be submitted for Open-Search approval:
   - Dean’s e-mail approving the search
   - Request To Initiate Faculty Recruitment Form (completed sample)
   - SUSB68: page 1 (Pre-Search Activities) completed
   - Memo detailing recruitment plan
   - List of Search Committee members (chair should not be a member)
   - Resume Screening Instrument (should align with requirements in Request to Initiate Faculty Recruitment form) (sample)
   - Interview Questions (sample) and Evaluation Instrument (sample)
   - HRFS0137 Advertising Request Form and Ad Copy
   - List of other advertising outreach, i.e., web site listings/electronic bulletin boards, mailings to target groups, professional journals/organizations, recruitment at conference events, etc. (See Office of Institutional Diversity and Equity (OIDE) for additional resources.)

Once the EEO committee has approved the search, the recruitment materials will be forwarded to the Provost’s Office for review and transmission to HR for CJO (Campus Job Opportunities) posting. Note that all positions must be posted on CJO in addition to other venues.

The Open-Search package will be returned to you with appropriate signatures. Do NOT take the Open-Search package apart. Everything that is required by the Office of Institutional Diversity and Equity and the Provost’s Office is attached and must be returned when you close your search.
2. **MID-SEARCH APPROVAL: required before applicants are contacted for interviews.**

You must have CAS AA/EEO Committee approval before you can contact candidates for interviews (phone/skype or on campus). Items to be submitted to the CAS AA/EEO Committee for Mid-Search approval:

- **SUSB68** Mid-Search page filled in completely with the following: summary of persons to be interviewed; summary of persons qualified but NOT interviewed; summary of persons NOT qualified (please attach a separate sheet if needed). The qualified/not qualified distinction is made solely on the basis of the Required Qualifications stated in the *Request to Initiate Faculty Recruitment* form.
- CVs of all persons to be interviewed.
- Copies of all ads that appeared in listservs, etc.

The Mid-Search package will be returned to you with appropriate signatures. **Do NOT take the Mid-Search apart—keep everything together.**

3. **CLOSE-SEARCH APPROVAL: required before an informal acknowledgement letter can be drafted.**

You must have approval from the CAS AA/EEO Committee, the dean, the provost, and OIDE before an unofficial acknowledgement letter can be drafted. Items to be submitted to the CAS AA/EEO Committee when the department has made its final recommendation:

- **SUSB68** (Post-Search/Pre-Hire page) listing all candidates who were interviewed but not selected, with a reason for non-selection (see list of reasons on page 3).
- **SUSB68** (Proposed Candidate page) listing the top-ranked candidate’s name, proposed start date and salary signed by the department chair with a narrative describing reasons for selection.
- Open-Search and Mid-Search packages (from earlier submissions).
- Top-ranked candidate’s CV and letters of recommendation.
- Completed HRSF0113 Employment Application filled out by the candidate.

Once the CAS AA/EEO Committee has approved the close-search, the package will be forwarded to OIDE. Note that only OIDE has the authority to grant final EEO approval.

*All materials relating to the search must be maintained in the Department for three years.*