Searches have three stages that require approval from the CAS AA/EEO Committee: Open-Search, Mid-Search, and Pre-Hire/Close-Search. 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: required for permission to advertise the position**

Before beginning your recruitment for state positions, you must obtain permission from the Dean to begin a search and verify that your department has the funds available for the new hire.

Items to be submitted to the CAS AA/EEO Committee for an Open-Search:

- Dean’s e-mail approving the search
- Request To Initiate Faculty Recruitment Form (completed sample)
- SUSB68 (page 1 completed)
- Memo detailing recruitment plan
- List of Search Committee members
- Resume Screening Instrument
- Interview Questions (sample) and Evaluation Instrument (sample)
- Advertising Request Form and Ad Copy
- List of other advertising outreach, i.e., web site listings/electronic bulletin boards, mailings to target groups, professional magazines/organizations, recruitment at conference events, etc.

(See Office of Institutional Diversity and Equity for additional resources.)

The recruitment material will be forwarded to the Provost’s Office for review and transmission to HR for CJO posting once the Committee has approved the search.

The Open-Search package will be returned to you with appropriate signatures. **Do NOT take the Open-Search apart.** Everything the Office of Diversity & Affirmative Action and Provost’s Office needs to review is attached and must be returned when you close your search.

2. **MID-SEARCH: required for permission to interview applicants**

You must have CAS AA/EEO Committee approval **before** you can begin interviewing (on campus or phone/skype).

Items to be submitted to the CAS AA/EEO Committee for a Mid-Search:
• **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)
• CVs of all persons to be interviewed
• Attach copies of all ads that appeared in newspapers, magazines, 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: required for permission to make an offer**

You must have CAS AA/EEO Committee and the Dean’s approval before you can make an unofficial offer to the candidate.

Items to be submitted to the CAS AA/EEO Committee when the search has been completed:
- **SUSB68** (Post-Search/Pre-Hire page) listing all candidates who were interviewed and not hired with a reason why they were not selected
- **SUSB68** (Proposed Candidate page) listing the top-ranked candidate’s name, proposed start date and salary signed by the department chair with a brief narrative describing reasons for selection
- Open and Mid-Search packages
- Top-ranked candidate’s CV and letters of recommendation
- Completed Employment Application

Once the CAS AA/EEO Committee has approved the search, the Department will be notified. The Chair must contact the Dean regarding the terms and conditions of the hire and informal letter of offer before sending the letter to the candidate. The informal letter of offer must be signed by the candidate and sent to this office as soon as you receive it so it can be included with the hire package. The Dean will generate a letter to the Provost recommending the hire of the candidate. The hire package is now ready to be forwarded to the Office of Diversity & Affirmative Action for approval. They will send the hire package to the Provost’s Office for review and submission of the formal letter of offer to the candidate.

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