

Faculty Appointment Hiring Procedures Checklist

Affirmative Action Goals for Department

_____ % Women Employment Deficiency: _____ Yes _____ No
 _____ % Minorities _____ Yes _____ No

Note: Male deficiency may exist in traditionally female departments. A summary of the information from the Applicant Control Cards is available for departments at their request to assist in increasing utilization of minority and female applicants.

Department Use	<i>Applicant Control Cards Must be sent to all applicants</i>	Affirmative Action Office Use
<input type="checkbox"/>	1. The names of the individuals who served on search and/or screening committee.	<input type="checkbox"/>
<input type="checkbox"/>	2. Departmental Procedures used for hiring faculty.	<input type="checkbox"/>
<input type="checkbox"/>	3. The criteria used to screen applicants for the specific position.	<input type="checkbox"/>
<input type="checkbox"/>	4. The evaluation forms or rating sheets used to evaluate each of the applicants against the criteria.	<input type="checkbox"/>
<input type="checkbox"/>	5. Copies of minutes and/or recorded actions of the selection committee.	<input type="checkbox"/>
<input type="checkbox"/>	6. Copies of minutes from faculty meetings concerning hiring decision.	<input type="checkbox"/>
<input type="checkbox"/>	7. The original application files of all applicants for the position, including letters of references, transcripts if requested, copies of correspondence with the applicants. (These will be returned to the department for 3 year retention.)	<input type="checkbox"/>
<input type="checkbox"/>	8. Rationale for selection and non-selection of all applicants.	<input type="checkbox"/>
<input type="checkbox"/>	9. Identification of each applicant.	<input type="checkbox"/>
<input type="checkbox"/>	10. Identification of candidates who were included in the final pool.	<input type="checkbox"/>
<input type="checkbox"/>	11. Copies of advertisements including where the ads were placed and when they appeared.	<input type="checkbox"/>
<input type="checkbox"/>	12. List other recruitment efforts such as recruitment at professional meetings.	<input type="checkbox"/>
<input type="checkbox"/>	13. List any special recruitment with minority or women's institutions or organizations, or with individuals who could or did assist with the recruitment of women or minorities.	<input type="checkbox"/>
<input type="checkbox"/>	14. Any other information that you feel will assist in validating the department's hiring procedures.	<input type="checkbox"/>