



## Full-time Faculty Vacancies Checklist

**Position Title:**

**Position Department:**

Committee comprises of at least 3 members.

Committee has gender and ethnic diversity.

Chair and committee members **have received** OEO search/screen guidelines and education/training prior to review of the applications.

Date received:

Chair and committee members **will receive** OEO search/screen guidelines and education/training prior to review of applications.

Date scheduled:

**Search Committee:**

**Attachments:**

*Include each as a separate sheet. Most will not need a full page.*

*Save coversheet and explanation sheets as **one** PDF.*

**Explanation: Non-use of HERC**

*Include only if HERC is not being used during PeopleAdmin posting.*

**Search Process:** In one to two paragraphs, describe the following:

1. The steps to be taken to ensure an inclusive search process and the cultivation of a diverse hiring pool.
2. The relationship of this search to the unit's diversity plan, OE) unit action plan, or strategic hiring plan.
3. The steps to be taken to engage in outreach beyond regular/normal advertising venues (list key venues).

**Please remember to:**

- Capture rejected offers within PeopleAdmin Faculty Applicant Tracking System.
- Close the search upon an accepted offer—OR—upon rejection of entire pool of applicants.  
*Close searches and initiate new Vacancy Notice if no candidate is found.*
- Close the unsuccessful searches after no more than one year posting.