



IUPUI OFFICE OF ACADEMIC AFFAIRS

Full Time Faculty Vacancies Checklist

Position Title: _____

Position Department: _____

Committee size is at least 3

Committee has gender and ethnic diversity

Chair ____ already has received ____ will receive OEO search/screen guidelines and education

Committee members ____ already have received ____ will receive OEO, as outlined above

Attachments:

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

Save coversheet and explanation sheets as one document.

Explanation: Limited-search

Include only if not a full national search

Explanation: Non-use of HERC

Include only if HERC is not being used during PeopleAdmin posting

Search Process: Explain best practices being used to ensure an inclusive search process and a diverse hiring pool, such as implicit bias awareness; relation of this search to the school's diversity and/or OEO unit action plan; outreach to diverse advertisement venues

Marketing Plan

List key venues; more can be added at a later time

Please remember to:

- Capture rejected offers within PeopleAdmin
- 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