

Auburn University  
Office of Affirmative Action/EEO  
05 Quad Center 334.844.4794

**FACULTY RECRUITMENT CHECKLIST**

- \_\_\_\_ 1. Department Head/Chair justifies the need to fill a vacant faculty position to the Dean with input as appropriate from other levels.
- \_\_\_\_ 2. PROV-100, Part A approved by:  
-Dept. Head/Chair \_\_\_\_\_  
-Dean \_\_\_\_\_  
  
(Or for higher level administrators, Dean and Provost sign).
- \_\_\_\_ 3. Search committee selected from among tenured faculty, or if necessary, untenured faculty with 3 or more years' experience; Chair must be tenured; Strive for ethnic, gender, and viewpoint diversity; Search committee Chair appointed; possible meeting with HR Liaison/Department Head/Chair to review application and interview process.
- \_\_\_\_ 4. Search committee receives charge from head/chair, where necessary; reviews advertisement/announcement to ensure all committee members understand selection criteria; makes suggestions where necessary; sets agenda and timetable for review of applications.
- \_\_\_\_ 5. Job description and qualifications are written in consultation with all necessary levels of approval.
- \_\_\_\_ 6. Application deadline or initial application review date is set with at least 30 days response time, except in unusual circumstances.
- \_\_\_\_ 7. Form A - Recruitment Plan completed by Committee and/or liaison, then approved by:  
-Dean \_\_\_\_\_  
-Provost's Office \_\_\_\_\_  
-AA/EEO Office \_\_\_\_\_  
  
(Remember to attach copy of approved PROV-100, advertisement/announcement and any supporting documents for AA/EEO Office). Form A with all approvals will be faxed to college liaison.
- \_\_\_\_ 8. Approved advertisements/announcements are mailed, faxed and/or e-mailed to venues by Chair, liaison, or designee. No wording changes or advertising venue changes should be made without AA/EEO approval. (Payment & Procurement Services will not pay the bill for job ads not approved by AA/EEO.)

- \_\_\_\_\_9 As resumes/C.V.s are received for the specific position identified, a brief acknowledgment letter is sent to all applicants, including a Form C, Voluntary Affirmative Action Survey Card. Form C cards are pre-addressed to AA/EEO Office with postage pre-paid and can be obtained by colleges/departments from the AA/EEO Office; applicants should understand that completion of the card is not necessary for consideration, but helpful for regulatory record-keeping.
- \_\_\_\_\_10. Form B - Applicant Worksheet partially completed. Names of applicants, date applied, and date Form C cards sent are entered on Form B as applications are received. (Form B may be downloaded as Excel file from AA/EEO website.)
- \_\_\_\_\_ 11. Applications reviewed by members of the search committee. Applicants **must** be screened on the basis of advertised criteria. Form B must eventually include a brief statement indicating the specific reason(s) for non-selection of **all** applicants not interviewed. The statement “less qualified” will not be considered sufficient.
- \_\_\_\_\_ 12. Search committee determines applicants from whom they will request letters of reference (include a job description with request to references).
- \_\_\_\_\_ 13. Rejection letters are sent to those applicants who do not meet minimum qualifications and those not selected for further consideration at this point.
- \_\_\_\_\_ 14. Search committee prepares a short list of candidates to be interviewed which is approved by the Department Head/Chair, Associate Dean and the Dean (or other appropriate levels). Each candidate’s vita and interview schedule is distributed as appropriate.
- \_\_\_\_\_ 15. Candidates are contacted regarding interview dates and an interview schedule is prepared by the search committee in consultation with appropriate levels. Make sure candidate has a copy of agenda and is informed of what is expected (open session presentation, research review, etc). Candidate should also be informed of reimbursement policies, travel/hotel accommodations. If transcripts were not requested in the application process, they should be requested at this point.
- \_\_\_\_\_ 16. Candidates are interviewed.
- \_\_\_\_\_ 17. After all interviews have been conducted, the search committee provides evaluations of candidates to appropriate levels and the search committee chair will poll the faculty for their vote/comments.
- \_\_\_\_\_ 18. Candidate is selected.
- \_\_\_\_\_ 19. Form B, Form D, and PROV-100, Part B are completed. As an attachment to the AA/EEO Form D, the search committee must provide a summary of each interviewed candidate’s qualifications and the criteria differentiating the recommended applicant.
- \_\_\_\_\_ 20. Department Head/Chair/Dean review search materials.

\_\_\_\_\_ 21. Candidate is contacted by the Dean, Chair, or appropriate administrator and a **conditional** offer is discussed (salary, tenure clock, rank).

\_\_\_\_\_ 22. Forms B, D, PROV-100, vita and transcripts submitted for approval to:

-Dean \_\_\_\_\_

-Provost \_\_\_\_\_

-Affirmative Action \_\_\_\_\_

**\*\* An original Faculty Initial Appointment Report should be attached.**

\_\_\_\_\_ 21. After Provost and AA/EEO approvals have been received, an **official** offer is made in writing to successful candidate (include acceptance signature line on bottom of letter); forward copy of signed offer letter and Faculty Tenure Agreement to Provost's Office.

\_\_\_\_\_ 22. Interviewed candidates who were not chosen are informed of status.

\_\_\_\_\_ 23. EPAF and associated hiring documents are prepared and submitted.