

## FACULTY RECRUITMENT CHECKLIST

Below is a checklist to assist your search committee in preparing a faculty search.

**A vacancy cannot be posted or advertised until all of the following documentation has been received in Human Resources.**

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- o Name of search chair, and committee member names
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### **Funding Approval:**

- o PAF (Position Action Form) for a new position, if necessary.
  - o RF-1 (including position-number or PAF number).
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- o List of documents each applicant is required to submit (e.g. cover letter, resume/CV, reference information, etc).
  - o Suggested outlets to advertise the position (e.g., [chronicle.com](http://chronicle.com), [diversejobs.net](http://diversejobs.net), [Insidehighered.com](http://Insidehighered.com); free Listserves, etc.)
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- o A chartfield string (account, fund, department, program) to be used to charge back advertising expenses, if applicable, for externally funded positions.
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- o Length of application period. If "open until filled" a request must be approved by Affirmative Action. APPLICATION DEADLINE: First consideration will be given to applications received by (date). Second consideration may be given to applications received by (date). Applications received subsequent to second consideration (date) may not be given full consideration.