

ARKANSAS TECH UNIVERSITY
Russellville, Arkansas Tech University

CHECKLIST FOR FILLING FACULTY/ADMINISTRATIVE VACANCIES

The following checklist should be utilized as a guide to ensure that proper procedures have been implemented in filling each faculty or administrative position. The person responsible for maintaining the file on the position will be the person who monitors the completion of each step along with documentation as appropriate. This form should be included when the Final Report is submitted.

Position Code: _____

DATE COMPLETED

1. Approval to fill the vacancy granted by Executive Council. _____
2. Search committee appointed. _____
3. Vacancy Announcement Form filed with the affirmative action officer. _____
4. The vacancy announcement is submitted to a national publication(s), other discipline-specific publications as appropriate, and mailed to designated individuals and institutions, and minority recruitment contacts (circulation list **must** be attached to the Vacancy Announcement Form). _____
5. Acknowledgement letters or emails with the link to the Applicant Survey included are sent to candidates as applications are received (the name and position code of the vacancy must be included in the letter). _____
6. Search committee develops objective criteria for screening candidates. _____
7. Search committee chair completes the Interim Report including all of the applicants who applied for the position and the recommendations for an interview. _____
8. The Interim Report is submitted to the affirmative action officer **prior** to the actual interview to establish an adequate breadth of minority representation in the search process. _____
9. Search committee develops and distributes criteria for the interview process. _____

10. Search committee evaluates the applicants interviewed and submits recommendation of final candidate/s to the supervisor.

11. Position Filled Report Form completed by the search committee chair and submitted to the affirmative action office. If candidate of a protected class was interviewed, justification must be attached which indicates reason for not extending a job offer or why it was refused.

Signature of Person Responsible for Screening and Selection Procedures

Date

Form Revised 11/01/11
Affirmative Action Office
Arkansas Tech University