

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. Vacancy Announcement Form filed with the affirmative action officer. _____
2. Search committee appointed. _____
3. Advertisement developed and submitted to affirmative action office for approval. _____
4. The vacancy announcement is submitted to The Chronicle of Higher Education , other discipline-specific publications as appropriate, and mailed to designated individuals and institutions, and minority recruitment contacts (circulation list should be attached to the Vacancy Announcement Form). _____
5. Acknowledgement letters with stamped Statistical Data Survey cards enclosed are sent to candidates as applications are received (the name of the position should be typed into the appropriate space on the card). _____
6. Search committee develops objective criteria for screening candidates. _____
7. Search committee submits names of finalists recommended for interview to the dean or vice president who in turn consults with the affirmative action officer concerning the breadth of minority representation in the search process. _____
8. The dean or vice president completes the Interim Report Form and submits to the affirmative action officer for review prior to deeming the position closed. _____
9. Appropriate documentation attached justifying reasons black candidates were not selected for an interview or reasons black candidates refused the offer for an interview. _____

10. Search committee develops and distributes criteria for the interview process.

11. Search committee reviews the completed evaluations following the interview process and submits recommendation of final candidate/s to the dean or vice president.

12. Position Filled Report Form completed by the dean or vice president and submitted to the affirmative action office. If black candidate was interviewed, justification must be attached which indicates reason for not recommending or reasons if job offer was refused.

Signature of Person Responsible for Screening and Selection Procedures

Date