

Faculty Search – Document Retention

The Search Chair must maintain **all** records related to the search in a single, secure location. These records **MUST** be kept for a minimum of six (6) years. Items which must be retained include, but are not limited to, the following:

<input type="checkbox"/> Complete Applicant List
<input type="checkbox"/> All Application Materials Submitted by All Candidates (i.e. CV, Letter of Interest, Transcripts, Reference Letters, Copies of Certifications, etc.)
<input type="checkbox"/> Location(s) Where the Selected Candidate Will Teach (i.e. On-Campus, Off-Campus, etc.)
<input type="checkbox"/> Names of the Courses the Candidate Will Be Expected to Teach
<input type="checkbox"/> Information Regarding Where/When the Position Advertisement Was Placed
<input type="checkbox"/> Search Committee Reports, Meeting Minutes, E-Mails, or Similar Records
<input type="checkbox"/> Blank Copies of the Interview Questions and Rubric(s)
<input type="checkbox"/> Copies of All Rubrics Completed by All Search Committee Members
<input type="checkbox"/> Rankings or Spreadsheets Documenting Candidate Evaluations
<input type="checkbox"/> Copy of Candidate Approval Paperwork
<input type="checkbox"/> Any Communications (i.e. E-mails, Meeting Minutes, etc.) Related to Department Vote and/or Selection of a Final Candidate
<input type="checkbox"/> Copies of the Pink and Green Forms Submitted to the Office of Social Equity
<input type="checkbox"/> Any Other Materials Related to the Search