SEARCH COMMITTEE CHECKLIST
FACULTY POSITIONS

Faculty Search _____

*Search Chair*_____

APPROVAL OF POSITION AND PLACEMENT OF ADVERTISEMENT:

> **Refer to Faculty Hiring Guidelines.** Questions in this regard should be directed to the Office of the Provost. (Please note, neither University Relations nor the Office of Social Equity places the advertisements in the various venues.)

PROCEDURES

1. **Schedule a Checklist meeting:** The Search Chair (or designee) is to schedule a meeting with the Director of Social Equity (or designee) to discuss *Guidelines: Approval of a Faculty position and/or Appointment of Faculty* and search process forms.

2. **Prepare a Recruitment/Network/Outreach Plan** to solicit women and applicants of color.

3. **Forward Names and Addresses** of ALL applicants to the Office of Social Equity at socialequity@kutztown.edu.

4. **Submit the evaluation methodology form** (i.e., grid sheet/rubric) **and proposed interview questions** to the Office of Social Equity prior to the search committee reviewing the applications. The proposed interview questions should include a question germane to experience/s of the applicant working with diverse student/workforce populations. (See Section D, item 4 of the *Guidelines: Approval of a Faculty position and/or Appointment of Faculty*.)

5. **Schedule the File Review meeting:** The Search Chair (or designee) is to schedule a meeting with the Director of Social Equity (or designee) to certify those applicants to be brought on campus for interviews.
   PLEASE NOTE: Applicants may not be contacted to schedule interviews until the file review process has been completed with Social Equity.

6. **Complete Criminal Background Check Authorization:** During the visit to campus to be interviewed, applicants are to be escorted to Human Resources (Kemp Building) to complete the criminal background check authorization paperwork. Human Resources will provide information to all applicants regarding the Employment Eligibility Verification (I-9) paperwork.

7. **Contact the Office of Social Equity for Veteran Preference Act considerations:** After the finalist/s has/have been identified, and prior to department vote, the Search Chair must email the Office of Social Equity at: socialequity@kutztown.edu. The Search Chair should indicate, of the certified candidates, who was successful in their interview and demonstration. The Search Committee may proceed with its recommendation for department vote after receiving a response from Social Equity.

8. **Complete the Candidate Approval paperwork:** Once the department has identified the selected candidate, the following must be completed: 1.) *Faculty Appointment* form 2.) *Employee Data for Contract* form and 3.) *Candidate Approval* form. These documents are available on the Provost's webpage: https://www.kutztown.edu/about-ku/administrative-offices/provost-academic-affairs/forms.htm The *Position Authorization* form, in addition to the original transcripts and curriculum vitae for all new hires, should also be attached.

9. **Complete Post-Interview documentation:** Once a signed contract is returned, the Search Chair will be contacted by the Office of Social Equity to complete the *Applicants Invited for Interview* form (pink) and *Applicants Not Invited for Interview* form (green). (See Section D, item 6 of the *Guidelines: Approval of a Faculty position and/or Appointment of Faculty*.)

10. **Keep search files:** Search files MUST be kept for a minimum of **SIX** years. (See Appendix G for document retention information.)