**College and Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. FINALISTS RECOMMENDED FOR ON-CAMPUS VISITS**

|  |  |
| --- | --- |
| **Names of Finalists to Invite – Alphabetical Order, Last name first** | **Check if ABD include notes**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Additional name(s) to be considered as alternate(s)** |  |
|  |  |
|  |  |
|  |  |

**II. REQUIRED ATTACHMENTS CHECKLIST**

 **Candidate Evaluation Spreadsheet** with all applicants listed

  **Completed Recruitment Summary** and detailed **Log of Contacts** (See Page 2)

 **Completed Reference Check Forms** for each finalist and alternate

 **Interview Questions for On-Campus Interview**

* **Attach copies of all advertisements placed by the committee/college (print and online).** If ad copies are no longer available, attach email confirmation(s) or paid receipt(s) for ad posting(s).

 **ABD Status Verification**- Emails from Dissertation Committee Chair (if relevant)

**Faculty Affairs will verify the following attachments are uploaded to CHRS/PageUp:**

 **Cover Letter** for each finalist and alternate

 **Curriculum Vitae** for each finalist and alternate

 **Narrative Statement** for each finalist and alternate

**III. SeARCH Committee Members (Please Print):**

|  |
| --- |
| Search Committee Chair: |
| Other Members: |
|  |
|  |
|  |

The Office of Faculty Affairs will review and facilitate approval of the search procedures and progress.

**Please do not invite candidates until your on-campus visits have been approved at all levels.**

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**IV. RECRUITMENT SUMMARY (PLEASE ATTACH A SEPARATE DOCUMENT)**

1. Please provide a detailed narrative of multiple recruiting strategies the committee used to ensure that the position announcement was brought to the attention of diverse candidates. Committees will provide a detailed Log of Contacts that provide evidence of implementing the strategies listed on the Recruitment Questionnaire.
2. Please provide a list of any additional advertising you pursued beyond the standard and centralized advertising provided by the University (position announcements are posted on your behalf online at *Chronicle*, *HigherEdJobs*, *Cal Jobs,* and *CSU Careers*), including those with a focus on reaching out to underrepresented candidates.
3. Please describe how you have kept applicants informed regarding the process of the search (emails, calls, letters, etc.).

**V. APPROVALS/REVIEW LEVELS:**

 ***Signature verifies that the file has been reviewed and the search has been conducted properly.***

 *Search Committee Chair Date*

 *Department Chair Date*

 *Dean Date*

*AVP for Faculty Affairs Date*

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