



Faculty Search Committee Checklist

- | <input checked="" type="checkbox"/> Step | Description |
|---|--|
| <input type="checkbox"/> 1 | Search is approved by EVC's office and Dean's Office. |
| <input type="checkbox"/> 1A | ALTERNATE: Exception to policy (Waiver of Search: see next page) is requested from the Vice Chancellor, Equity, Diversity and Inclusion and the Vice Chancellor, Academic Personnel. Following approval, appointment process begins. (If not approved, continue with regular search process.) |
| <input type="checkbox"/> 2* | Chair of Search Committee is selected by Chair of department. |
| <input type="checkbox"/> 3* | Search Committee is formed. |
| <input type="checkbox"/> 4* | Search Plan, including position announcement/advertisement, is entered into UCLA Academic Recruit to be approved by Chair, Dean, Vice Chancellor, Equity, Diversity and Inclusion . |
| Following approval, the Recruitment is published in the online UCLA Academic Recruit system and the search process begins. | |
| <input type="checkbox"/> 5* | Ads are placed and position is posted on websites. Personal contacts are made with departments, individuals, at conferences, etc. |
| <input type="checkbox"/> 6 | Applications are submitted through UCLA Academic Recruit. |
| <input type="checkbox"/> 7 | The Applicant Pool Report is reviewed by the search committee to ensure that recruitment has been broad and inclusive, and that the applicant pool demographics reflect availability data as shown in UCLA Academic Recruit. The Chair, Dean and Vice Chancellor, Equity, Diversity and Inclusion certify that the search is in compliance and that pool is broad and inclusive via approval in UCLA Academic Recruit. If the pool does not reflect the availability data, an expanded search continues. |
| <input type="checkbox"/> 8 | Search committee begins selection process. Applicants are selected for campus visit, held or not selected. The Shortlist Report must be approved by Chair, Dean and Vice Chancellor, Equity, Diversity and Inclusion , before any candidate is invited for an interview. |
| <input type="checkbox"/> 9 | Communication begins with applicants selected for campus visit. Travel, lodging, scheduling, etc. is arranged. Notification is also made to those not selected. |
| <input type="checkbox"/> 10 | Candidates make campus visits and interviews are held. |
| <input type="checkbox"/> 11 | Search Committee recommends candidate(s) for selection. |
| <input type="checkbox"/> 12 | Faculty reviews and approves candidate selection. |
| <input type="checkbox"/> 13 | Dean/Chair reviews and approves candidate selection. |
| <input type="checkbox"/> 14 | Offer is made. Multiple offers may be made until an offer is accepted. |
| <input type="checkbox"/> 15 | Department administrator closes the recruitment in UCLA Academic Recruit. Search Report |

*Steps may occur simultaneously.