

Form II-A Faculty Search Committee Approval

The Department Chair, Dean, or designated individual, will determine the search committee members and complete the top part of this Search Committee Approval Form II-A then send it to Human Resources. By signing Form II-A, the Dean is approving a diverse and trained search committee. A best practice is to send it along with the Position Authorization Form (Form 1).

Once received, Human Resources will confirm that training, Faculty Legal Aspects and Diversity Literacy Online Workshop, has been completed by all committee members, and the Equal Opportunity Compliance office and Provost will review the search committee diversity balance.

For more information on assigning the search committee, please visit [Human Resources Faculty Hiring Steps](#).

Position Title: _____

Budget Unit/Department: _____

As a best practice, a search committee should consist of a minimum of three members. It is recommended that at least one member is from the outside reporting structure of the hiring department.

List search committee names here:

Filled out by HR: ↓

Legal Aspects/Diversity Training Complete

Committee Diversity Check (EOC)

Committee Diversity Check (Provost)

	Department Chair
	College Dean

Send to Academic Human Resources