

The following checklists indicate the materials necessary for the completion of affirmative action searches for full time instructional faculty positions. Please use the template provided on the website of the Office of Equity and Diversity for ads, and attach a copy of the ad to the search plan.

Step I. **Recruitment Strategies/Selection Criteria:** The Office of Equity and Diversity audits all university searches. Please contact the Office to schedule a meeting to go over the affirmative action procedures, recruitment strategies (as applicable) and candidate selection criteria once the Search Plan has been approved.

Step II. **Notification of Applicants:** All applicants should receive a letter of acknowledgement of application with instructions to return affirmative action information.

- Online Affirmative Action Form at <http://www.easternct.edu/equityanddiversity/aacard.html>

Step III. **Interview Process:** The following items should be submitted to the Office of Equity and Diversity for candidate approval prior to scheduling on campus interviews:

- List of candidates for on campus interviews and a short description of the qualifications of each candidate
- Copies of selection criteria, the resumes and the three letters of reference for each candidate
- Copy of the interview questions and selection criteria grid
- Certification of reference review

Step IV. **Search Report:** A Search Report is required at the end of the process. The following items should be submitted:

- Search Report with completion of all disposition codes.
- Sample copies of all correspondence to candidates, memos regarding the search, reference check information, etc.

Additional forms and instructions can be found on our website www.easternct.edu/equityanddiversity