



Search Committee Membership Form

Appendix B February 2022

Log Number: _____

Date: _____ College: _____

Department: _____ Job Title: _____

Search Committee Membership (review [Faculty Hiring Policy](#) for details)

Chair:	Name	Position/Rank/Title	Race	Gender	Attended Search Committee Training?
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Members:	Name (add department if different from above)	Position/Rank/Title	Race	Gender	Attended Search Committee Training?
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**Recruitment Procedures** (indicate the types and names of media and other methods of advertising, affirmative action, strategies, organizations, committees, associations and individuals contacted to generate a diverse and qualified pool, etc.) **List all ad sources, including print ad and target recruitment ad sources.**

|                                                                        |                              |       |       |       |                  |
|------------------------------------------------------------------------|------------------------------|-------|-------|-------|------------------|
| <b>Names</b> of Associations/SIGs/Job Boards/Websites/Periodicals/etc. | <b>Mode of Communication</b> |       |       |       | <b>Targets</b>   |
|                                                                        | Online                       | Email | Print | Phone | Women Minorities |

Additional Advertising Sources Attached

### Signatures (Adobe Digital Signatures acceptable)

|                           |            |       |
|---------------------------|------------|-------|
| _____                     | _____      | _____ |
| Department Chair/Director | Print Name | Date  |
| _____                     | _____      | _____ |
| Assistant/Associate Dean  | Print Name | Date  |
| _____                     | _____      | _____ |
| Dean                      | Print Name | Date  |
| _____                     | _____      | _____ |
| Provost                   | Print Name | Date  |