

College/School and Department: _____ Vacancy Announcement#: _____

I. APPLICANTS PROPOSED FOR ON-CAMPUS VISITS (listed in alphabetical order):

Names to Invite	Check if ABD include notes
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Additional name(s) to be considered as alternate(s)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

II. REQUIRED ATTACHMENTS CHECKLIST

- Candidate Evaluation Spreadsheet** with all candidates listed.
- Completed **Recruitment Summary Form** (Must demonstrate recruitment activities and efforts performed by or on behalf of the search committee to engage in broad and diverse recruitment & outreach).
- Required **Recruitment Log**.
- List of candidates and summary of telephone interviews, including dates.

Package of required documentation for each prospective interviewee (including alternates):

- Curriculum vitae
- Two completed Reference Check Confirmation Forms (*A third Reference Check Confirmation Form completed by the Dean will be required upon nomination of the final candidate*).
- ABD status verification if relevant

III. SEARCH COMMITTEE MEMBERS (Please Print):

Chair:
Other Members:
EEO Designee (non-voting):

On-Campus Visit Form

Tenure-Track Faculty Recruitment

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.

IV. EQUAL EMPLOYMENT OPPORTUNITY REVIEW OF SEARCH PROCESS:

As EEO Designee, please make sure that all checklist items on the front of the form are completed and attached. If problems occurred during process, please provide a detailed report to the AVP for Faculty Affairs under separate cover. The appropriate administrator is responsible for canceling recruitment.

Statement: I verify that the file is complete.

Verification Signature of Search Committee EEO Designee _____

V. APPROVALS/REVIEW LEVELS:

All signatories are verifying that the file is complete and the search has been conducted properly.

Search Committee Chair *Date*

Department Chair *Date*

Dean *Date*

Campus-level EEO / AVP for Faculty Affairs (Search Committee EEO Designee sign above) *Date*

Provost or designee *Date*