

FACULTY & NON-PAY PLAN POSITIONS SEARCH APPROVAL CHECKLIST

DEPARTMENT: _____

Note: Specifics concerning faculty searches are located in UM Policy 1511 and TBR Guideline P-010.)
 A Search Approval Checklist must be submitted for each position vacancy.

___1. OBTAIN APPROVAL TO INITIATE SEARCH: Startup Costs:

Filling position	Rank	Salary Range	Anticipated Date of Hire	Base Budget
_____	_____	_____	_____	_____

APPROVAL TO INITIATE SEARCH:

_____, Dean Date: _____

_____, Provost Date: _____

Special Conditions: _____

___2. OBTAIN APPROVAL FROM AFFIRMATIVE ACTION OFFICER CONCERNING POSITION VACANCY ANNOUNCEMENTS AND ADVERTISING:
 Submit proposed ad, recruitment sources, and names of search committee (refer to UM Policy 1511 for details)

Attainment of Affirmative Action Goals Based on Discipline Availability:

Women _____	Men _____	Blacks _____	Whites _____	Hispanic _____	American Indian _____	Asian _____
# of people to meet parity _____						

APPROVAL TO ADVERTISE:

_____, Affirmative Action Officer Date: _____

___3. CONDUCT SEARCH (refer to UM Policy 1511 and TBR Guideline P-010):
 Applicant pool must be screened and approved by Affirmative Action Officer prior to conducting campus interviews. Upper Level Administrators (Chairpersons, Deans, and positions higher or equivalent title) must have TBR approval prior to interview. Affirmative Action Officer will prepare paperwork for TBR approval.

APPROVAL OF APPLICANT POOL:

_____, Dept. Chairperson Date: _____

_____, Dean Date: _____

_____, Affirmative Action Officer Date: _____

Affirmative Action Officer must be notified if any changes are made concerning interviewees after pool has been approved.

Interview candidates - schedule interview times with appropriate University officials if necessary.

Dean approves selection and informs department to submit Affirmative Action Package.

___4. SUBMIT AFFIRMATIVE ACTION PACKAGE FOR APPROVAL:
 University Affirmative Action Form (triplicate copy)
 Faculty Employment/Affirmative Action Forms (signed by Dept. Chair or Search Chair with appropriately assigned rejection codes on all applicant forms)
 The U of M Approval for Appointment (see <http://www.memphis.edu/presweb/affirmact/approvalfaculty.pdf>)
 Memo outlining appointment conditions

___5. Affirmative Action Officer secures Provost's or designee's signature if approved. All vice presidents including all interim appointments, all academic administrative positions, and appointments, promotions, and/or transfers to positions with salaries of \$75,000 or above require TBR approval. No offers can be made until **TBR approval** is secured.

___6. Affirmative Action Officer will secure necessary approvals and send to Chairperson, Academic Affairs and Human Resources, copies of Affirmative Action Form and any TBR correspondence.

All search material must be retained for three (3) years from the date of selection.

ALL APPROVALS SECURED: PROCEED WITH HIRING

_____, Affirmative Action Officer Date: _____

Please Note: Academic Affairs will furnish Department with Request to Hire Form for faculty hires. Other non-pay plan positions must submit U of M application and supporting documentation to Human Resources. Selected applicants must complete a Fair Credit Reporting Act Disclosure and Authorization Form.