

University of Colorado Boulder Tenure Track Faculty Search Plan Checklist

The purpose of this form is to ensure that tenure track faculty searches are conducted in accordance with the University's commitment to ensuring a diverse, qualified applicant pool and in compliance with state and federal equal employment opportunity and affirmative action requirements.

****This form must be completed, submitted to and approved by the Division of Human Resources ****

Hiring Unit		
Hiring Authority		
Position Level		
Position Discipline/Field		
Position Number		
Target Start Date		
Form Submitted By		
Form Submittal Date		

Search Committee Requirements

- The hiring authority has convened a search committee that contains at least three (3) members. Members reflect the diverse nature of the university, support the university's commitment to enhancing faculty diversity and ensuring equal employment opportunity, and are qualified to evaluate the requirements of the position.
- The search chair has ensured that all committee members have taken the online Skillsoft training course entitled, "CU: Faculty Search Committee" (located under the University of Colorado Boulder and then the Faculty folder on Skillsoft) or have met with the Affirmative Action Officer within the past two years.
- The search committee will establish the job-related criteria that will be used when evaluating which candidate is most likely to be successful in the role.

Recruitment and Advertising Requirements

- The CU Careers announcement contains the following required EEO/AA language (NOTE: If the job announcement is posted on CU Careers, this language is already included on all CU job announcements and does not need to be duplicated):

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, pregnancy, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. All qualified individuals are encouraged to apply. Alternative formats of this ad can be provided upon request for individuals with disabilities by contacting the ADA Coordinator at: adacoordinator@colorado.edu.

- All non-CU Careers announcements will contain the following required language:
 - *The University of Colorado is an Equal Opportunity/Affirmative Action employer.*

In addition to the posting placed on CU Careers, a job announcement will be published in/distributed to the following locations (list any institutions, professional associations or email lists to which the announcement will be sent, and any publications, advertising outlets or websites where the job will be published):

The following search and recruitment efforts will be taken to ensure a broad and inclusive pool of candidates (e.g. list publications and professional associations serving diverse communities where job announcements will be placed/sent, etc.). If this position has a placement goal, this step is required before the search plan can be approved. Please check with the Affirmative Action Officer at aao@colorado.edu or 303-735-9019 to determine whether the position has placement goal:

Selection Process Requirements

- Applicants will be screened based on the job-related criteria as outlined at the commencement of the search.
- Applicants selected for interviews will be asked similar job-related questions and given the same opportunity to speak substantively about their qualifications for the position during the interview process to ensure consistent evaluation of candidates' qualifications.
- Committee members will not engage in potentially discriminatory lines of questioning during the interview process, such as those related to a candidate's age, nationality, race, ethnicity, color, gender (including pregnancy), gender identity, gender expression, religion, disability status, veteran status or sexual orientation.
- If an applicant with a disability requests an accommodation (such as a sign language interpreter) to apply for a job, the search committee chair will contact the ADA Coordinator at (303) 492-1334 for guidance.

SUBMITTED BY: _____	_____
Search/Department Chair	Date
APPROVED BY: _____	_____
Dean or Hiring Authority	Date