

## 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 Department 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, "**Faculty Diversity Search and Hiring Online Course**" located at <https://www.colorado.edu/hr/faculty-diversity-search-hiring>. This links to the HR Faculty Recruitment Hiring Resources webpage, which also includes an updated search process manual (and guidebooks from each of the sections in the manual). On that page, click on the "Take the Faculty Diversity Search and Hiring Online Course" tab in blue. This link will then connect the user to the training in SkillSoft, which will require the user to login to access the training. Alternatively, the search chair can ensure that all committee have either taken the training or have met with the Affirmative Action Officer within the past two years. If the search chair prefers that the Affirmative Action Officer meet with the search committee in person, please contact 303-735-9019 or [aao@colorado.edu](mailto:aao@colorado.edu).
- 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 Jobs announcement contains the following required EEO/AA language (NOTE: If the job announcement is posted on CU Jobs, 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. Click here for a [list of ADA and Title IX coordinators](#).*

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

