

Search Process Checklist

Virginia Commonwealth University • Office of Equal Employment Opportunity/Affirmative Action Services
901 W. Franklin St. • Richmond, VA 23284-3022 • (804) 828-1347 • Fax (804) 828-7201 • Voice/TTY (804) 828-1420

Part I Certification of Search Efforts

Prior to making a job offer, complete Part I and forward with appropriate documentation to the Dean/Administrative Head for approval and submission to Director, EEO/AA Services (Monroe Park Campus) or Vice President for Health Services (MCV Campus).

Position no. _____ Position title _____

Academic rank _____ Department _____

Position is underutilized in: _____ African Americans _____ Other minorities _____ Females _____

The following actions have been taken to ensure compliance with the University Plan for Equal Employment Opportunity and Affirmative Action.

Required documentation is attached for review and approval. **Check below:**

- Obtained approvals on the appropriate Request to Recruit form.
- Established a diverse search committee with male, female and minority representation.
- Prepared a position description and placed approved advertisements in specific publications targeted to the discipline(s) and to minorities and females.
- Forwarded Faculty Position Recruitment Notice (FRP-1) to EEO/AA Services to initiate posting.
- Electronically submitted vacancy data for VCU Web posting.
- Acknowledged applications and forwarded AA Request Form to all applicants.
- Completed the Summary of Candidate Evaluations.
- Completed Part II of the Faculty Position Recruitment Notice.
- Verified credentials of the **successful candidate**.
- Attached copy of approved Waiver Request, if applicable.
- Attach vitas of **all** candidates selected for interview.

Request approval to offer position to _____ (gender _____ race _____) at the rank of _____, effective _____ at a salary of \$ _____.

Specify funding: Banner/Index Code _____ % _____ %
_____ % _____ %

Submitted by:

Search committee chair

Date

Dean/administrative head

Date

Part II Salary/Funding Approval (to be completed by appropriate Vice President or Designee)

Permission granted to offer position as specified. Permission granted pending reallocation of funds.

Vice President or designee

Date

Part III Approval of Search Process (to be completed by EEO/AA and the Provost)

Approved Rejected _____
Assistant Vice Provost for Institutional Equity and Director, Office of EEO/AA Services Date

Reason _____

Approved Rejected _____
Provost Date

Reason _____

ALL SIGNATURES MUST BE OBTAINED PRIOR TO EXTENDING AN OFFER TO THE SUCCESSFUL CANDIDATE.

FRP-4 (3/09) – www.vcu.edu/eoaa

Virginia Commonwealth University is an equal opportunity, affirmative action university providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

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