

All lecturers must have approved search reports prior to hiring. Multiple search reports are typically submitted throughout the recruitment period to fill positions based on semester needs.

Verify that all of the following items are complete before submitting for central campus review. For detailed information on academic recruitment policies, refer to the [Non-Senate Search Guide](#).

1. Confirm there are a minimum of ten qualified applicants. In order to submit a search report for a proposed candidate after the minimum 15-day period there must be at least ten minimally-qualified applicants. If there are less than ten, the search must remain open for 30 days and all applicants who apply within those 30 days must be reviewed.
2. Search report name includes the round of review and the name(s) of the proposed candidate(s).
3. Confirm that the correct review date has been selected and the proposed candidates for this round appear in the search report PDF.

Applicant statuses

4. Verify that all applicants have the appropriate status. All interviewed applicants should be marked Interviewed and applicants being put forward should be marked Proposed candidate. Duplicate applications should be marked as withdrawn. No applicants should have statuses of Offered, Accepted offer, or Hired prior to an approved search report.
5. The proposed offer information (including anticipated start date) must be entered for all proposed candidates.
 - 5.1 Confirm that the anticipated start dates for all proposed candidates are in the future (start dates must be after the search report is approved).

Applicant disposition reasons

6. For those who do not meet the basic qualifications, use the disposition reason/comment to indicate what basic qualification they do not possess.
7. For any duplicate applications, write “duplicate application” in the disposition comment.
8. For each deselected applicant, include the specific reason why they were deselected for this round.
 - 8.1 **If they were interviewed**, use their disposition comment to indicate the round they were interviewed for and provide a few sentences explaining why they were not chosen as the proposed candidate.
 - 8.2 **If they are an alternate for the position**, please use their disposition comment to explain their strengths (why the department would like to hire them if the proposed candidate withdraws), and their weaknesses (why they were not selected as the proposed candidate). Note: alternate candidates are individuals that the department has interviewed and would like to hire if the proposed candidate withdraws.
 - 8.3 **If they are permanently deselected** (will not be considered in future rounds of review), please indicate so.
9. For each proposed candidate, include a few sentences in the disposition comment explaining why they were selected as the proposed candidate. Do not select a disposition reason for the proposed candidate.
10. Confirm that all disposition reasons/comments are relevant to the description of the position and stated qualifications (e.g. a lecturer applicant cannot be deselected for lacking research skills). Applicants also cannot be deselected based on assumptions (e.g., assuming a candidate would not take the job because they live far away).
11. Confirm that all applicants (including those who do not meet the basic qualifications) have a disposition reason entered for this round of review. All applicants must be reviewed for all courses in each round, unless they were permanently deselected in a previous round.

Interview materials

12. Confirm that the interview questions have been uploaded.
13. Confirm that the interview notes for all interviewed candidates have been uploaded. Interview notes must be in one of the following formats:
 - Notes on each candidate’s response to each question (can be typed or handwritten)
 - Summary of interview responses for each candidate
 - Ranking sheet/evaluation template completed for each interviewed candidate