

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 [Senate Search Guide](#).

1. Search committee chair survey must be submitted.
2. Search report name includes the name(s) of the proposed candidate(s) and the approved salary control number(s).
3. Confirm that the proposed candidates 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 Duplicate applications should be marked as withdrawn.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. Do not include proposed salary.

Applicant disposition reasons

6. Confirm that all disposition reasons/comments are relevant to the description of the position and stated qualifications.
7. For all individuals who did not meet the basic qualifications, use the disposition reason/comment to indicate what basic qualification they do not possess.
8. For any duplicate applications, write “duplicate application” in the disposition comment.
9. For each deselected applicant, provide a disposition reason that indicates why they were not put forward. Disposition reasons should not be the same for every applicant.
10. For each interviewed candidate, include a few sentences in the disposition comment explaining why they were not chosen as the proposed candidate based on the selection criteria. If they are alternates for the position, please also explain why they were selected as the alternate. Alternately, the disposition comment can say “see search committee narrative.”
11. For each proposed candidate, include a few sentences in the disposition comment explaining specifically why they were selected as the proposed candidate based on the selection criteria. Alternately, the disposition comment can say “see search committee narrative.” Do not select a disposition reason for the proposed candidate.

Interview materials

12. Upload documentation of the selection process as stated in the selection plan. Some examples of what may be included:
 - Completed evaluation templates used in each round of review
 - Summary of overall graduate student input provided to the committee
 - Information from questionnaires used to solicit input from faculty and graduate students

Search committee narrative

13. Confirm there is a search committee narrative uploaded to the Letters and memos section and confirm that the narrative includes all the information listed in the search committee narrative section of the [search guide](#) (found in the Documentation section under ‘Completing the Search Report’).