



Representation of Faculty Search Committees and Recruitment Plan Form

When submitting a faculty job requisition to the Office of the Provost, it is also required to submit:

1. A list of committee members.
 - a. Confirm that all committee members have completed the [faculty search committee training in EDGE](#).
2. A short statement about the representation of the search committee.
3. A statement about recruitment strategies for diverse representation in the applicant pool.

Committee members

- List the name, position title, and department / college of each search committee member
- Indicate which member represents the outside committee member
- Confirm that each member has completed the search committee training in EDGE Learning

Last Name	First Name	Position Title	Department/College	Date EDGE Learning was completed	Is this individual outside of the hiring department?

Representation Statement

Share a short statement about the strategies taken to ensure inclusive representation of the search committee.

Recruitment Strategies Statement

Share a short statement about the planned recruitment strategies and outlets for ensuring diverse and robust representation of the applicant pool.

Name of College Representative

Signature

Date

Name of Department Head or Search Committee Chair

Signature

Date