



### Representation of Faculty Search Committees and Recruitment Plan Form

To submit a faculty job requisition to the Office of the Provost, you are also required to submit:

1. A list of committee members. All committee members **must** have completed [faculty search committee training in EDGE](#).
2. A short statement about the broad professional representation of the search committee.
3. A statement about recruitment strategies for a multifaceted and robust representation in the applicant pool.

Please note that in order to avoid any potential conflicts of interest, former or current collaborators and advisors are not allowed to serve on a faculty search committee. Should a candidate be a former or current collaborator or advisee of a faculty search committee member, said member will have to recuse himself or herself.

#### 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?

Name of College Representative

Signature

Date

Name of Department Head or Search Committee Chair

Signature

Date



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### Representation Statement

Explain the strategies adopted to ensure a broad professional representation of the search committee.

### Recruitment Strategies Statement

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

Revised on 3/19/25

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Name of College Representative

Signature

Date

Name of Department Head or Search Committee Chair

Signature

Date