



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 **must** have completed the [faculty search committee training in EDGE](#). The hiring authority **cannot** serve on the committee.
2. A short statement about the broad professional representation of the search committee.
3. A statement about recruitment strategies for a robust representation of the applicant pool. Include examples of professional networks and outlets.

Please note that 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
- Indicate the chair with an asterix
- 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	Part of hiring department

Representation Statement

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

Name of College Representative

Signature

Date

Name of Department Head or Search Committee Chair

Signature

Date



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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.

Name of College Representative

Signature

Date

Name of Department Head or Search Committee Chair

Signature

Date