

**AA/EEO CHECKLIST**  
**College of Arts and Sciences**

The CAS AA/EEO Committee meets once a week. All materials for Committee review must be in by 5 pm the day before the Committee meets. There are 3 stages to a search:

**OPEN SEARCH:** Before beginning your recruitment, you should obtain permission from the Dean to begin a search and verify your department has the funds available for the new hire.

Items to be submitted to the CAS AA/EEO Committee for an Open Search:

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> |   | SUSB 68 (page 1) completed                             |
| <input type="checkbox"/> | Request to Initiate Faculty Recruitment form  |  |
| <input type="checkbox"/> |   | SUSB 37 Personnel Requisition                          |
| <input type="checkbox"/> |   | NTP Position Description & Organizational Chart        |
| <input type="checkbox"/> | Memo detailing Recruitment Plan   |  |
| <input type="checkbox"/> | List of Search Committee members  |  |
| <input type="checkbox"/> |   | Resume and Interview screening devices                 |
| <input type="checkbox"/> |   | Advertising Request form and copy for each publication |
| <input type="checkbox"/> | List of other advertising outreach, i.e., Web site listings/electronic bulletin boards, mailings to target groups, professional magazines/organizations, recruitment at conference events, etc. (See Office of Diversity web page for additional resources) |  |

The SUSB 68 (page 1) form, along with all the above attachments, will be returned to you with appropriate signatures. **Do NOT take the Open Search apart.....** everything the Office of Diversity and Provost's Office needs to review is attached and must be returned when you close your search.

☞When applications/resumes begin arriving:

- A letter of acknowledgment, along with a VAAIS form (available from the Office of Diversity), should be sent to each applicant
- Begin your database of applicants, with the information needed for your mid-search submission
- Keep copies of all ads that appear, they will be attached to the Open Search

**MID-SEARCH:** (page 2 of the SUSB 68) Make sure to include identification for which search the mid-search is being submitted. You must have CAS AA/EEO Committee approval before you can begin interviewing.

Items to be submitted to the CAS AA/EEO Committee for mid-search review:

- SUSB 68 (page 2). There are 3 separate categories to be completed:
  - Summary of persons to be interviewed;
  - Summary of persons qualified but NOT interviewed;
  - Summary of persons NOT qualified (you will have to attach a separate sheet)
- CV's of all persons to be interviewed
- Attach copies of all ads that appeared in newspapers, magazines, etc.
- Optional: a summary of the VAAIS forms (obtained from the Office of Diversity)

The Mid-search, along with all attachments, will be returned to you with appropriate signatures. Once again, **do NOT take the Mid-Search apart**, keep everything together.

**CLOSED SEARCH:** You must have CAS AA/EEO Committee approval before you can make an unofficial offer to the candidate.

Items to be submitted to the CAS AA/EEO Committee when search has been completed:

- Completed pages 3 and 4 of the SUSB 68. Everyone who was interviewed, and not hired, appears on page 3 (Post-Search/Pre-Hire) with a reason why they were not selected.
- Page 4 (Proposed Candidate) has the candidate's name, proposed start date and salary. The chair of the search committee completes Reasons for Selection and a letter from the Department Chair is attached in support of the committee's decision.
- Pages 1 and 2 (the Open and Mid-Searches), along with all their attachments, is returned to form a complete search package.
- Candidate's CV is attached to page 4, along with letters of recommendation
- Completed Stony Brook Employment Application form.
- Once the CAS AA/EEO Committee and Dean has approved the search, the department can send the Unofficial Letter of Offer to the candidate. This has to be signed by the candidate & the original sent to this office as soon as possible for inclusion with the search file.

Once we have all the above items, the Dean will do a letter to the Provost recommending hire of the candidate. The file is now ready to be forwarded to the Office of Diversity. It is the Provost's Office, once it has reviewed the search, who will send the official letter of offer to the candidate.

**\*All materials related to the search must be maintained in the Department for 3 years.**

**All forms can be downloaded from HR Services, — Overview of Services:  
[http://naples.cc.sunysb.edu/Admin/HRS.nsf/pages/recruiting\\_services](http://naples.cc.sunysb.edu/Admin/HRS.nsf/pages/recruiting_services)  
or  
CAS webpage**