

EXTERNAL ACADEMIC SEARCH GUIDELINES
OFFICE OF THE PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

1. Request an Affirmative Action Search Package from the Equity and Diversity Officer/Title VI Coordinator for each search to be conducted.
2. Submit supporting materials to the Equity and Diversity Officer/Title VI Coordinator (see Affirmative Action Summary Checklist).
3. The Equity and Diversity Officer/Title VI Coordinator will determine if all materials are in compliance with affirmative action policies and return the documents to the department chair/unit head.
4. Submit online Request to Search. **Once the request is reviewed and approved by all necessary parties, the Search Advisory Committee may advertise the position.**
5. When the search is completed, the Office of Academic Affairs will allocate an amount not to exceed \$1,500 upon submission of report for search expenses.
6. Invoices for other advertisements (The Chronicle of Higher Education, Diverse Issues in Higher Education, professional journals, etc.) will be paid for by the employing unit.
7. Any exceptions to these guidelines must be approved by the Provost and Vice Chancellor for Academic Affairs.