**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.
   1. Confirm that all committee members have completed the **Faculty Search Committee Recruitment & Hiring Training**. Access the Training on [Edge Learning](https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/app/me/ledetail/crtfy000000000003620)
2. A short statement about the representation of the search committee.
3. A statement about recruitment strategies for diverse and robust representation in the applicant pool.

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| **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. |
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| **Representation Statement**  Share a short statement about the strategies taken to ensure inclusive representation of the search committee. |
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| **Recruitment Strategies Statement**  Share a short statement about the planned recruitment strategies and outlets for ensuring diverse and robust representation of the applicant pool. |
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