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| **Process Step** | **Description** | **Approval Needed** |
| **Step 8: Pool Certification** | Once search committee has reviewed applications and the department has notified the ADMINISTRATIVE DIRECTOR which applicants met minimum qualifications, VIA STATUS CODES CONTAINED ON THE APPROVED MATRIX STEP 5, EAO will then send a follow-up to the AA report that only shows the diversity for the applicants that met minimums and are continuing in the search process. The department chair and dean will then review the pool of qualified candidates to certify that the pool is diverse enough to justify the committee reviewing applicants for preferred qualifications. *(Section C.6 of COFS)* | Chair (or director) and dean (Approvals must be received **prior to** reviewing applications for preferred qualifications.)  To EAO reviewer role; for information only. |