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| **Process Step** | **Description** | **Approval Needed**  |
| **Step 2: Search Committee Elections** | Search committee members are elected following requirements of the COFS document ensuring both ethnic and gender representation on committee. *(Section C.2.1 of COFS)* | Department faculty and department chair or director |

Key point here is that your unit may need to ask someone from another unit to make sure your committee has a diversity representative. All individuals serving on the search committee must have received A&E search training within past 12 months. The A&E office will tell the Search Committee chair which members do not need training—generally speaking,

Its best if the entire committee meet with the A&E representative---things seem to change often in hiring procedures and best to “get everyone on the same page.” Unit Director or Chair, or Search Committee Chair—arrange meeting with A& E and invite Pat and Associate Dean to meeting.