

CHECKLIST FOR UARC REVIEWER

Candidate:

Department:

Reviewer:

Date:

	YES	NO
1. Copy of CAUT Advertisement		
2. Summary of recruiting efforts form complete		
3. Process for selection of DACA or SACA		
a. Secret Ballot		
b. Appointed by Chair		
c. Others		
4. Special efforts for recruiting under-represented gender		
5. Signature of all DACA or SACA members		
6. Interview process		
a. Research Seminar		
b. Teaching (Lecture)		
c. Individual meetings		
7. Ranking of three top candidates		
8. Discussion of the merits of the three top candidates		
a. Top candidate		
b. 2 nd rank candidate		
c. 3 rd rank candidate		
d. Candidate of the opposite sex if all top three are same sex		
9. Three letters of reference (on letterhead or in body of email only)		
a. Top candidate		
b. 2 nd rank candidate		
c. 3 rd rank candidate		
d. Candidate of the opposite sex if all top three are same sex		
10. Contingency plan if the offer is rejected		
11. DACA vote		
12. Departmental vote		
13. Any potential conflict of interest		
14. Was the potential conflict of interest addressed		
15. Copies of other advertisements as published		

Comments and recommendations (use separate page if necessary):