



**Materials Required for Search Candidate Appointment at the Rank of Instructor,  
Assistant and Associate Professor  
CHECKLIST**

- Narrative explanation of the search process
- Example of at least one published/posted advertisement
  - Must be an actual photocopy of the ad directly from the journal or screenshot of the website posting
  - In lieu of the above, the text of the ad and a receipt or email invoice proving payment could be accepted
- Long list of candidates
  - Includes everyone who responded to an advertisement along with individuals recommended as candidates by others
- Short list of candidates