December 11, 2007

• Documentation of Policies and procedures for African American Studies Search, job number 00024176.

• Approval of ad for possible recruitment of a position in African American Studies occurred on September 4, 2007 meeting of the faculty.

• Authorization received October 2, 2007

• Members of the Committee, authorization African American Studies Committee meeting, on November 13, 2007: Willie Barber, William Conwill, James Davison, and Stephanie Evans, Faye Harrison, Director, Ex Officio, and Carolyn Lebron, Ex Officio

• Faculty Recruitment Toolkit certification update

• List of five document completed November 14, 2007

• Job advertisement posted, November 20, 2007

Basic Procedural Standards

• State sunshine law and committee communications (all emails about the search are public)

• posting of subsequent committee in the Spring meeting prior to the meeting, 3 to 7 day notice. This is an organizational first official meeting

• Viable Outreach Process report prior to on-campus interviews

• Approval of short list by the Dean prior to campus interviews

• Electronic self-disclosure cards or acknowledgement in applicant's receipt of document letter

• Minimum time of Advertisement

• Documentation of files and correspondence (Sharon will help with these files)

• Recommendations of the Dean must come with Recruitment Compliance Report
Advertisement

- Journal of Blacks in Higher Education, hard copy
- Chronicle of Higher Education, hard copy
- Listserves, H-Net Discussion List for AAS
- Paul Roper, AFMA-L Listserv (African American Research and Discussions)
- Needed:
  - Immediate documentation of listservs related to ad and minorities and women
  - Important for documentation of Viable Outreach Process. This is important beyond the two hard copy ads
- We need to extend the deadline of search to January 31, 2007