



**OFFICE FOR ACCESS AND EQUITY**

## **The Academic Search Coordinator**

The Academic Search Coordinator (ASC) serves as a liaison between the Office for Access and Equity (OAE), and academic departments or administrative units that seek to fill faculty and/or academic staff positions. The ASC acts as a resource person for academic personnel transactions in the recruitment, selection, and appointment of individuals to new or vacant positions. An important role of the Academic Search Coordinator's responsibilities is to further the objectives of equal opportunity and affirmative action in hiring and promotion.

The ASC has a responsibility to:

- Participate at all stages in searches and hiring for faculty and academic professional positions. The ASC should be informed of all necessary information required to monitor recruitments and appointments for fairness and consistency.
- Maintain working knowledge of standard academic search and hiring practices and procedures and be familiar with all requisite forms and their associated time frames, signatures, and other requirements.
- Be cognizant of the department's/unit's current diversity status in relation to campus Affirmative Action Plan goals for hiring and retaining qualified females and members of underrepresented minority groups.
- Be familiar with advertising and other recruitment sources appropriate to his/her department or unit's occupational categories and professional disciplines.
- Approve hire summary, appointment change and waiver forms in accordance with university Academic Hiring guidelines and the unit's internal procedures.

Deans and Unit Executive Officers appoint their respective ASC. Appointees must then be approved by the Office for Access and Equity and attend training. ASC approval ensures adherence to both unit and campus guidelines for appointment procedures and basic equal opportunity standards.