Search Committee Change Request Form

COMPLETE THIS FORM TO REQUEST A CHANGE TO SEARCH COMMITTEE MEMBERS

Instructions for submitting the Search Committee Change Request Form:

- 1. Complete the fields below to indicate the updated list of search committee members (may include individuals from your original request that will continue to serve on the committee)
- 2. Obtain Department Chair approval.
- 3. Email the Request Form to your Academic Affairs Recruitment Specialist.

For information on search committee composition, please see the <u>Academic Recruitment Procedures.</u>

1. Primary Contact:

(Person to contact for questions related to this request)

2. AP Recruit Job Number

(e.g. JPF00100)

3. "Core" UCSF Search Committee Members (3 sections):

Committee Chair:	"Add", "Remove", or "No Change":	

"Add", "Remove", or "No Change":	

NAME:	DEPARTMENT:	"Add", "Remove", o "No Change":

4. List the "Additional" Search Committee Members* (If no changes are being made to the "core" committee members, you may email your Recruitment <u>Specialist</u> the updated "additional" members list; approval is not required)

Additional Members:	"Add", "Remove", or "No Change":

*Non-UCSF employees must have OLPPS affiliate access in order to use AP Recruit.

5. Faculty Search Committee Composition Requirement

I confirm the search committee meets the following: For SOM, SOD, and SOP: 50% women, nonbinary, gender nonconforming individuals, or underrepresented minorities; For SON: 25% men, nonbinary, gender nonconforming individuals, or underrepresented minorities.

If the composition of your search committee does not meet the requirement for your school, please contact your school's [Vice Dean/ Associate Dean/ Manager] of Academic Affairs.

FOR SOM FACULTY SEARCHES ONLY:

The search committee composition does not meet the requirement for the School. Reason (required):

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Department Chair Approval:	Date:

FOR FRESNO RECRUITMENTS ONLY:

Fresno Associate Dean Approval:	Date:	
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In lieu of the signature you may attach this form to an email with confirmation of approval.

For Academic Affairs Use Only			
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Vice/Associate Dean Approval*:	Date:		

*For searches managed by a Dean's Office, VPAA approval is required in place of Vice/ Associate Dean's approval.