## 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 Academic Recruitment Procedures.

1. Primary Contact:
(Person to contact for questions related to this request)
$\square$
2. AP Recruit Job Number
(e.g. JPFOO100)
$\square$
3. "Core" UCSF Search Committee Members (3 sections):

| Committee Chair: | "Add", "Remove", or "No Change": |
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| Committee Members from the UCSF hiring department: | "Add", "Remove", or "No Change": |
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## Committee Members from a different UCSF department:

| NAME: | DEPARTMENT: | "Add", "Remove", or <br> "No Change": |
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4. List the "Additional" Search Committee Members* (If no changes are being made to the "core" committee members, you may email your Recruitment Specialist the updated "additional" members list; approval is not required)

| Additional Members: | "Add", "Remove", or "No Change": |
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*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):


## FOR FRESNO RECRUITMENTS ONLY:



In lieu of the signature you may attach this form to an email with confirmation of approval.

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

