



Retention of College Academic Records

Appendix A

Search Records

- Press and publicity materials
- List of professional organizations and colleagues where nominations were solicited
- Listing of where position was posted and/or listed
- List of Search and Screen Committee members and Chair (if applicable) and/or individual(s) making hiring decisions
- List of applicants or nominees
- Sample of letters sent to applicants
- Applicant files; e.g., letters of application, resumes/curricula vitae, transcripts, letters of recommendation, and specific correspondence with individual applicants and nominees (if different from sample letters identified above)
- List of interviewees
- Sample questions from interviews
- Evaluation of each candidate (including criteria used)
- Appointment or offer letter, including rejected letters of offer