

# STANDARD SEARCH AND EVALUATION PROCEDURES

## COVER PAGE

All *Standard Search and Evaluation Procedures* (SSEP) must be reviewed by the appropriate vice president, dean, or director before they are submitted to the Associate Provost for Equal Opportunity and Affirmative Action. After approving the *Standard Search and Evaluation Procedures*, the vice president, dean, or director should send the SSEP to RAPS@columbia.edu with a completed copy of this cover form. The SSEP must come from the vice president, dean, or director and not from the hiring unit. The EOAA office will review all SSEP and contact the hiring unit if there are questions or changes and notify the hiring unit when its SSEP have been approved.

<b>Contact Information</b>			
<b>Hiring Unit Name:</b>			
	<b>Name</b>	<b>UNI</b>	<b>Phone</b>
<b>Vice President/ Dean/Director</b>			
<b>Chair/Director</b>			
<b>Departmental Administrator (DA)</b>			
<b>Administrator who manages searches (if not the DA)</b>			
<b>Other contact person, if necessary, for searches and AA</b>			

**This SSEP document was prepared by (unit representative)**

Name

Title

Date

**Approved for submission by (vice president/dean/director)**

Name

Title

Date