

Date: November 10, 2015
To: Academic Unit Heads, Experiment Station Unit Directors, Cooperative Extension County Directors
From: Cristina Castro Harrington, Director-CALs Human Resources
Subject: Recordkeeping of Search Committee Materials



Hiring processes are subject to federal and state regulations, and Arizona Board of Regents and University policies. Search committees are charged with developing and maintaining information about the decisions made at the different steps in hiring.

If a hiring decision or hiring process is challenged under one of these requirements, such as a discrimination allegation, this documentation is key for the University to successfully defend its hiring processes. Records can support that the process focused on job-related requirements, skills, and abilities, and that the process was managed in a professional manner.

As an outcome of a University of Arizona Office of Institutional Equity (OIE) investigation, the OIE has found that the college is not compliant with the retention requirements of search committee materials. The following procedures are intended to assist you in fulfilling this responsibility within your department. Please share this information with your faculty and staff.

Search Committee Members:

- Retain all search-related documents (search committee notes, evaluation matrices, email correspondence, copies of advertisements and publications, copies of correspondence, email and letters sent to candidates etc.).
- Maintain search-related documents confidential among search committee members and other key individuals on a need-to-know basis.

Search Committee Chair

- Collect all the documentation and forward it to the business officer/department representative for retention.

Business Officer/Department Representative

- Retain the compiled search files for the department in one central location for three years after the calendar year in which the records were created.
- Upon expiration of the three year retention period, the materials should be destroyed confidentially, such as confidential shredding.

Feel free to contact me should you have any questions or concerns.

cc: Shane Burgess
Mitch McClaran
Jeff Ratje
Jeff Silvertooth
CALs Business Officers/Department Representatives