Search Committee Chair
- Help with the Affirmative Action form
- Possibly help with
  - Chair’s Letter and/or
  - Academic Plan
  - Extramural Consultants

Business Administrator
- Help with Recruitment paperwork
- Possibly help with Academic Plan
- And perhaps the Chair’s Recommendation letter

Chair, Chair’s Assistant, (and in some cases the Division Chief)
- Determine the extramural consultants
- Draft the
  - Chair Recommendation letter
  - Academic Plan (not needed for rank of Full professor)

Faculty Candidate
- Confirm the:
  - Curriculum Vitae (CV)
  - Grants
- Provide names for:
  - the 3 Extramural consultants they can nominate
  - Internal reference
- Provide reference materials for Extramural consultants