**Check list for Search Committees at NAT**  
when processing permanent positions (tenure track assistant professor, associate professor, senior researcher, and professor).

The role of the Search Committee is to attract highly qualified and (gender) diverse applicants, cf. [AU’s Action plan for gender equality, diversity and inclusion](https://medarbejdere.au.dk/en/strategy/gender-balance-in-research/translate-to-english-au-gender-equality-plan) and [AU’s Norms for recruitment of academic staff to permanent positions](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/recruitment/tools-for-recruitment-of-academic-staff-vip/norms-for-recruitment).

This check list is used by the Search Committee in the process of ensuring the pool of applicants. After the Search Committee has finished its work, the check list is shared with the head of department and head of secretariat.

The aim of the check list is to give the head of department a general knowledge of the department’s recruitment processes regarding potential candidates. If the department takes a different and more proactive approach to potential candidates, and thus sees little use in the check list, the head of department should on another background be able to bring input to the annual thematic talk between the faculty management and the diversity and equality committee regarding the department’s use of search committees.

# **Position in question:**

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|  |

# **Members of the Search Committee:**

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| --- | --- | --- | --- | --- |
| Name and title | Diversity criteria (please tick the relevant box) | | | |
|  | Underrepresented gender | Relatively recently recruited from outside AU | Non-Danish nationality | Other  (please specify) |
|  | Stop outline | Stop outline | Stop outline |  |
|  | Stop outline | Stop outline | Stop outline |  |
|  | Stop outline | Stop outline | Stop outline |  |
|  | Stop outline | Stop outline | Stop outline |  |

# **Initiatives of the Search Committee to improve diversity of applicants:**

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| How was the Search Committee involved in drafting the job advertisement? |
|  |
| How did the Search Committee work to find job-matching gender diverse candidates? Please specify the plan for outreach work and how potential applicants were contacted: |
|  |
| How did the Search Committee need to take actions to reduce (unconscious) bias? Either in the job advertisement, job posting, or elsewhere? |
|  |
| Please describe a challenge during this search: |
|  |
| Please describe the Search Committee’s recommendation(s) based on this search: |
|  |