

3. Preparation For Screening Features

The following steps are to be followed in the preparation of the screening features. The first step is to identify the features which are to be screened. This is done by reviewing the list of features and selecting those which are to be screened. The second step is to prepare the screening features. This is done by preparing the screening features for each feature to be screened. The third step is to screen the features. This is done by screening the features for each feature to be screened. The fourth step is to report the results of the screening. This is done by reporting the results of the screening for each feature to be screened.

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- g. Prior to the beginning of interviews, the person conducting the search is required to present to the President or his designee a memo detailing the conduct of the search, including documentation of steps

actions in compliance with American and local provisions that are being developed.

3. Interviewing by Discipline Committee and Area Administrators

- a. Interviews will be assessed using the following components (Appendix D1 - Faculty):

1. Faculty will be interviewed by the Discipline Committee and Area Administrators

... the Dean will be advised at this time to provide transcripts and letters of reference.

4. Faculty, Faculty, and Faculty

- a. When interviewing the faculty, reviewing their records, and reviewing the recommendations of the Discipline Committee and Area Administrators, the Dean will interview faculty and provide them with the results of the search for each area of concern and appeal.

- b. Recommendations of the Discipline Committee and Area Administrators will be reviewed, and a final decision will be made. The Dean will be advised of the results of the search and the final decision.

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