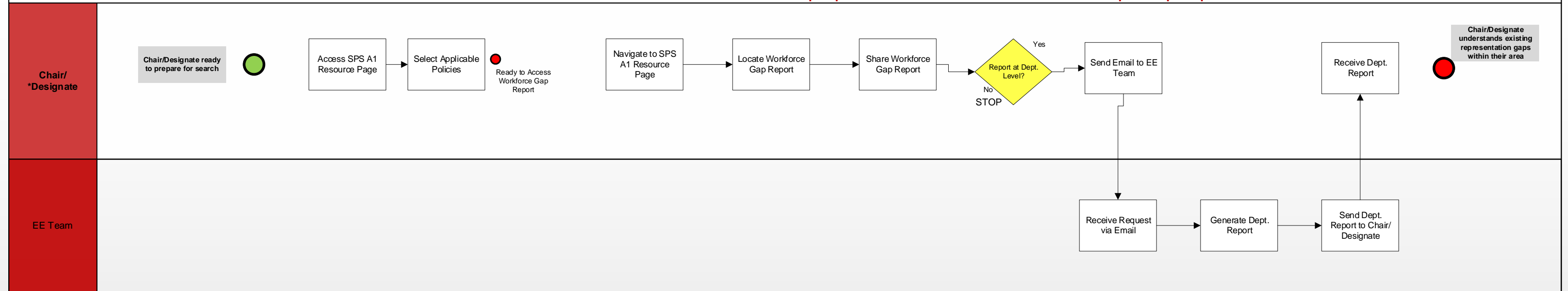# SPS A1: *Review Applicable Policies/Consider Workforce Gaps*

Review EDI Related Policies   **Access Workforce Gap Reports**   **Request Dept. Report**

Chair/ *Designate

Chair/Designate ready to prepare for search ● → Access SPS A1 Resource Page → Select Applicable Policies ● Ready to Access Workforce Gap Report

Navigate to SPS A1 Resource Page → Locate Workforce Gap Report → Share Workforce Gap Report → ◆ Report at Dept. Level? — Yes → Send Email to EE Team

No / STOP

Receive Dept. Report ←

●

Chair/Designate understands existing representation gaps within their area

EE Team

Receive Request via Email → Generate Dept. Report → Send Dept. Report to Chair/ Designate

*Designate may be the Search Committee Chair, EE Facilitator, Faculty/Department Administrator, Recruitment/Department designate, depending on Task