

Faculty Hiring Search Report Form

The goal of the Office of Equity and Diversity in its review of search reports is to verify that all candidates in the search process were treated equitably pursuant to Equal Employment Opportunity guidelines and regulations. The information required by the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions* as well as the *Manual of Procedures for Academic-Administrative Positions*, maximizes the possibility that the information required for such verification is documented in the report.

Although the specifics of faculty searches may vary among individual and department searches, the following information describing the search **process** should be included in an attempt to provide all of the information that the *Manual of Procedures for Search and Screen Committees* requires for a complete Search Report. *(Please attach additional information if necessary)*

Recruitment and Advertisement

1. Where was the job announcement advertised and distributed and for what duration?

Please attach an updated Recruitment Plan.

The Screening Process

2. What date did review of applications begin? _____
3. How many applications were received by the review date? _____
4. How many were received in total? _____
5. How many applicants met minimum qualifications? _____
 - a. Name of committee member(s) who conducted the initial screening of applications for minimum qualifications?

- b. How did you determine which candidates to advance to telephone/skype interviews?

Attach the evaluation instrument(s) used or scoring rubric(s) used to determine applicant qualifications.

6. Did the search committee conduct telephone interviews? Yes No
 - a. Did all members of the search committee conduct the telephone interviews? Yes No
 - b. If not, explain why not and steps the committee took to preserve equity with regard to the telephone interviews:

- c. How many applicants were interviewed by telephone? _____
- d. Were all applicants asked the same interview questions? Yes No

Attach the evaluation instrument(s) used or scoring rubric(s) used to determine applicant qualifications, including the interview questions.

7. Did the search committee conduct skype interviews? Yes No
- a. Did all members of the search committee conduct the skype interviews? Yes No
- b. If not, explain why not and steps the committee took to preserve equity with regard to the skype interviews:

- c. How many applicants were interviewed by skype? _____
- d. Were all applicants asked the same interview questions? Yes No

Attach the evaluation instrument(s) used or scoring rubric(s) used to determine applicant qualifications, including the interview questions.

Campus Interviews and Determination of Finalist Pool

8. What are the names of the final candidates invited for campus interviews?
9. As it pertains to process, how was the pool narrowed down to those considered for campus interviews?

(For example, were there specific experiences, skills or attributes that the applicant demonstrated or presented which the committee identified as reasons for advancing particular applicants to the campus interview stage? Did the committee rank the applicants using a combination of their scores from the first round of evaluations, the telephone/skype interview scores, and consideration of their experience, research and publications?)

10. Did all final applicants engage in the same activities during their visit? (e.g., a class demonstration? Met with the Dean? The Chair? Faculty? Students? Campus tour? Meals with specific persons?) Yes No
- a. If not, describe the differences and provide an explanation as to why there were differences, including steps the committee took to preserve equity with regard to the campus interviews:

11. Describe the final applicants' schedule of activities for the on-campus interview.

Attach the campus itinerary (ies).

12. Briefly, what were the strengths and weaknesses of the each final applicant?

13. Were the final recommended candidates ranked? Yes No

a. If yes, what was the ranking order? _____

14. How did the search committee arrive at its final consensus regarding its recommended candidate(s)?

(For example, was there an overall evaluation, including both the previous rankings, your impressions from the on-campus interviews, including both presentations (classroom or research) and conversations with committee members? Was there discussion at a department faculty meeting or a vote of faculty taken? Was an evaluation sheet distributed at the classroom demonstration? Were students provided with an opportunity to provide feedback?)

Attach any additional evaluation instruments provided to faculty and/or students.