

Date: _____

FACULTY SEARCH SUMMARY FORM

TO SEARCH COMMITTEE CHAIR: Please complete this form as the search process progresses. Include it when the documents are delivered to the Human Resources Office upon the conclusion of the search.

Position: _____

Department: _____

Chair of the Department: _____

Chair of the Search Committee: _____

Members of the Search/Screening Committee (Division head; member outside of department; at least two department members): _____

How many applications did you receive? _____

How many complete applications did you receive? _____

Please briefly describe the application review process:

Please briefly describe how you narrowed the pool for the first cut:

Please list the candidates who made the first cut:

Please briefly describe how you narrowed the pool to the top 3-5:

Please list the 3-5 finalists:

- 1.
- 2.
- 3.
- 4.
- 5.

Please list all of the applicants that you identified as members of protected classes:

What steps did you take to increase the diversity of the applicant pool?

Date: _____

Milestone Dates

Date of Search Authorization:

Location and Date of Ad Placement(s):

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE MEETINGS THAT YOU HAD OF THE SEARCH COMMITTEE:

Date of First Meeting of the Committee

Members Present:

Action Taken:

Date of Second Meeting of the Committee

Members Present:

Action Taken:

Date of Third Meeting of the Committee

Members Present:

Action Taken:

Date of Fourth Meeting of the Committee

Members Present:

Action Taken:

Date of Fifth Meeting of the Committee

Members Present:

Action Taken:

Please use additional sheets as needed.

Date: _____