

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?

---

---

---

**Milestone Dates**

Date of Search Authorization: \_\_\_\_\_

Location and Date of Ad Placement(s): \_\_\_\_\_

Please provide a brief description of the meetings you had with 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.