

FACULTY SEARCH GUIDELINES SUMMARY FOR PROPOSED FULL-TIME FACULTY APPOINTMENTS

This form, accompanied by supporting documentation, must be submitted and approved *before* an offer is made.

| 1. PROPOSED APPOINTMENT | | |
|---|--|---|
| School | Search Number | |
| Department (and Division, if applicable) | Total Number of Applicants | |
| Name of Proposed Candidate | Proposed Candidate's Citizenship Status (<i>if known</i>) <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Non-Resident Alien | |
| Rank | Proposed Annual Salary | |
| Tenure Status <input type="checkbox"/> Recommending Tenure (supporting materials attached) <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non-Tenure Track | Appointment Term Start Date | Appointment Term End Date (if not recommending tenure) |

2. SUMMARY OF FINALISTS

A. In the table below, list all finalists who were interviewed or extensively reviewed for the position. Include any person who has withdrawn and explain.

| | Finalist Name | Race/Ethnicity* (also indicate if finalist is known to be a veteran or person with a disability) | Sex | Highest Degree | Specialty or Field | Candidate Source (ad, referral, etc.) | Dates Interviewed |
|---|---------------------|---|-----|----------------|--------------------|--|-------------------|
| 1 | Proposed Candidate: | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
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| 9 | | | | | | | |

* B/AA = Black or African American; H= Hispanic; A = Asian; NH/PI = Native Hawaiian or Pacific Islander; AI/AN = American Indian or Alaskan Native; Wh = White

B. With respect to each finalist listed above who is known to be a member of an underrepresented group (including women, racial and ethnic minorities, veterans, and people with disabilities) and who is not being recommended for the position, please provide a specific comparison of the proposed candidate's qualifications to those of the finalist, along with the reasons why the finalist was not chosen. **Please attach vita and other supporting documentation for each of these individuals to this form.**

| Name | Comparison of proposed candidate's qualifications to those of finalist(s) (or reason finalist(s) withdrew from consideration) |
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3. CHANGES TO SEARCH PROCEDURES

If there were any changes to the search procedures described in the pre-search documentation, please describe them below:



The search and selection procedures have been in accordance with the Faculty Search Guidelines.

Search Committee Chair

Date

Department Chair

Date

School Dean

Date

The recommended appointment is approved.

Provost

Date