



SEARCH FORM - FACULTY AND PROFESSIONAL RESEARCH, TECHNICAL AND LIBRARY STAFFS

This form must accompany all appointment forms for the regular faculty and regular research, technical, and library staff members

SECTION I. POSITION AND CANDIDATE INFORMATION

Department _____ Date Search Initiated _____
 Name* _____ Proposed Rank _____
 Gender _____ Ethnicity _____ Appt Start Date _____ Job Requisition # _____

SECTION II. APPLICANT POOL

- Please attach a detailed description of the position, including the rank, the subfield or specialty (if any), the minimum qualifications of the position, and any special credentials the preferred candidate should possess.
- Describe the department's efforts to advertise the position. Attach copies of any advertisements or correspondence and provide the names of any individuals or associations contacted to ensure the development of a diverse pool of candidates.
- Describe the composition of the pool of candidates produced by the search:

| SUMMARY | Total | Total Minorities | Total Females | Black | | Hispanic | | Asian | | Native American | | White | | Unknown | | |
|---|-------|------------------|---------------|--|---|----------|---|-------|---|-----------------|---|-------|---|---------|---|---|
| | | | | M | F | M | F | M | F | M | F | M | F | M | F | ? |
| | | | | All candidates considered (through application, referral, dossier, etc.) | | | | | | | | | | | | |
| Candidates judged to be well qualified for the position (those on short list) | | | | | | | | | | | | | | | | |
| Candidates invited for an interview | | | | | | | | | | | | | | | | |
| Candidates interviewed | | | | | | | | | | | | | | | | |

- Please attach a list indicating the Name, Gender, and Ethnicity for each candidate interviewed.
- Briefly describe the reasons for selecting the proposed candidate. If the candidate recommended is not Black, Hispanic, Native American or female, indicate the specific basis for the selection of the candidate recommended rather than the best qualified candidates in this group and submit the dossiers of the two best qualified candidates in this group. If the search results in the recommendation of multiple appointments, submit this information unless all of the candidates recommended are in this group.
- Were any offers made during this search declined Y N If Yes, indicate the number of offers and the name, gender, and race of each candidate who declined an offer.
- Attach a list of the chair and members of the search committee, if applicable.

APPROVAL

The search and selection process complied with all University policies for faculty and staff appointments including affirmative action and equal opportunity policies.

Compliance Officer's Signature: _____ Date _____

Signature of chair, director, or University Librarian: _____ Date _____

* If more than one candidate is to be appointed as a result of this search, attach a list indicating the name, race, gender, proposed rank and the information requested in items (5) and (6) for each candidate.