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.