

Shortlist of Finalist Interviews Request Form (2022-23)

Use as cover sheet for permission to hold either on-campus or other final interviews for an approved faculty position.

Position Title _____ Position No. _____

Department/Division _____ Start Date _____

Proposed Title/Rank: Professor Associate Assistant Sr. Lecturer Lecturer
 Professor of Practice If Other, please specify _____

Active Status: Full Time Part Time Length of Term _____

Total Number of Applicants: _____ Male _____ Female _____ Unknown _____

Current faculty composition of department/unit (all full-time faculty including non-tenure track positions):

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								

----- **TO BE COMPLETED BY IAE** -----

Longlist/Prospect Composition

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								
Unknown								

Proposed Shortlist of Finalists

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander	2 or More Races	Unknown
Male								
Female								
Unknown								

ATTACH:

1. Summary of Search: Comments on Recruitment plan. If the proposed final pool does not reflect significant quality or diversity, the committee and the Department/Divisional Chair should justify why the search should continue.
2. Files (application letter, vitae, and letters of recommendation) of the proposed shortlist of finalists and candidates from the "longlist/prospects." The longlist/prospects will include the proposed shortlist of finalists.
3. Provide names of all candidates on the longlist/prospects. If known, include race and sex.
4. Provide a rationale of selection on each candidate included in the proposed shortlist of finalists.

Primary Contact Person _____ Phone _____

Chair of Search Committee _____ Phone _____

AUTHORIZATION (in the following order):

IAE Review: _____ Date _____

Dean Approval: _____ Date _____

Provost Approval: _____ Date _____