



## 2. Finalist Interviews Request Form

Complete sections 1 and 2 and submit form for permission to hold finalist interviews (on-campus or other).

### 1. Enter Faculty Position Information

Position Title \_\_\_\_\_ Position No. \_\_\_\_\_

School \_\_\_\_\_ Department/Division \_\_\_\_\_

Total Number of Applicants (found in Interfolio): \_\_\_\_\_ (Male \_\_\_\_\_ Female \_\_\_\_\_ Unknown \_\_\_\_\_)

Provide current faculty composition of department/unit (all full-time faculty):

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

### 2. Attach the following supporting materials in a single bookmarked PDF to this form:

**I. Longlist Candidate Names** – Individuals who have been formally interviewed in the *initial* screening process and are held in consideration for the position (typically 8-12 candidates).

- **Change** their **Status Update** in Interfolio to “**Longlist.**”

**II. Shortlist Finalist Candidate Names and Summaries** – Individuals (who must be drawn from the Longlist) who have been identified as the top prospects for the upcoming final interview stage (typically at least 3 candidates). Provide a 4-5 sentence summary per candidate of the rationale for the search committee’s selection.

- **Change** their **Status Update** in Interfolio to “**Shortlist.**”

**III. Summary of the Search** – It should summarize how the recruitment plans were followed and include a justification for proceeding, even if the finalist pool is not likely to reflect the anticipated pool based on the robustness of the Recruitment Plans (e.g., small number of applicants or qualified finalists).

### 3. Send all materials to the Office of Institutional Access and Equity for review and EEO data entry.

The section below is to be completed by the Office of Institutional Access and Equity (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								

#### Shortlist of Finalists

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

IAE Review: \_\_\_\_\_ Date \_\_\_\_\_

### 4. Submit for Authorization (in the following order):

Dean Approval: \_\_\_\_\_ Date \_\_\_\_\_

Provost Approval: \_\_\_\_\_ Date \_\_\_\_\_