

FAS EQUAL EMPLOYMENT OPPORTUNITY
PRELIMINARY DATA ON FACULTY CANDIDATE POOL

THIS FORM SHOULD BE RETURNED TO:
THE FAS OFFICE OF THE ASSOCIATE DEAN, 5 WASHINGTON SQUARE NORTH, GL03

Department/Program: _____

Proposed Rank/Title: _____

Description of Position: _____

Total Applications Received: _____

Total Female Applications Received: _____

Finalists to be Interviewed:

Typically, on-campus interviews should be limited to three candidates. Although it is not always possible to establish the ethnicity of a candidate, to the best of your ability, please provide a breakdown of the ethnicity and gender of the finalists pool being considered by the search committee.

	FEMALE	MALE
American Indian	_____	_____
Asian	_____	_____
Black	_____	_____
Hispanic	_____	_____
White	_____	_____

Names of Recommended Finalists to be Interviewed:

1. _____
2. _____
3. _____

Summary of Recruitment Activities. (Indicate how many advertisements or contacts were placed and where, e.g. *Chronicle of Higher Ed.*, professional newsletter, electronic mail postings, direct contacts with colleagues outside of the University. Attach copies of advertisements or letters used in the recruitment process.)

Estimated Recruitment Costs for Interviewing All Finalists:

Travel	\$ _____
Lodging	\$ _____
Meals	\$ _____
Other (Describe): _____	\$ _____
Total	\$ _____

Name of Department/Program Head: _____

Signature _____ Date: _____

Dean's Approval _____ Date: _____

This form must be submitted to the Office of the Associate Dean along with the C.V.'s of the finalists and a cost estimate of visits by the finalists before authorization to interview on campus will be granted. See the guidelines for Recruitment of New Faculty which appear in the FAS Guide to Administrative Planning.