

SHORT LIST APPROVAL

Faculty Recruitment
College of Arts and Sciences

Please submit this form to the Associate Dean of Faculty when you have arrived at a short list of candidates you wish to interview, *but before issuing any invitations*.

Department: _____

Date: _____

Position Rank (Assist; Assoc; Full): _____

Position Title/Specialty (ex: Medieval Literature): _____

Applicant Information

Total Number of Applications Received: _____

Number of Applicants Meeting the Minimal Required Qualifications: _____

SHORT LIST

Please attach a letter outlining the process, including the recruitment plan, used to screen applicants for on-site interviews. Include a description of the explicit criteria with which candidates were judged. In the letter, include a paragraph about each of the top eight candidates' qualifications and how he or she stacked up on the selection criteria. Describe the issues that influenced the committee's decision to invite three of these candidates for on-campus interviews, and be sure to include the issue of diversity among them. Please note all on-site interviews must contain an assessment of teaching (via e.g. seminar, demonstration, or discussion)

Please list the top eight candidates. *Please place an X in the box next to the names of those candidates you would like to invite for an on-campus interview.* Please submit these individuals' CV's, letters of application, and letters of recommendation.

Name

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Estimated Costs of Proposed On-Campus Interviews

The college will provide up to a total of \$9,000 per search, including costs incurred prior to on-campus interviews.

Travel \$ _____
The College will pay the lowest available airfare.

Hotel \$ _____

Candidates' Meals \$ _____
Reimbursement of meals limited to official University per diem rates.

TOTAL \$ _____

Additional Notes or Requests:

Search Committee Chair Signature

Departmental Chair Signature

Associate Dean of Faculty Signature