

Form B: Short List Approval (Faculty Recruitment)
College of Arts & Sciences

Instructions: 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.*

Date:

Position Information

Department:

Position Title (e.g. Archaeology of the New World):

Rank:

Title Series:

Applicant Information

Total number of applications received:

Number of applicants meeting the minimal required qualifications:

Short List

Please list the top eight candidates and checkmark the names of those candidates you would like to invite for an on-campus interview. Submit these individuals' CV, cover letters, and letters of recommendation to the Associate Dean of Faculty.

| | Candidate Name | Race/Ethnicity (if known) | Interview On-Campus |
|---|----------------|------------------------------|------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

Please describe the qualifications of each of the top eight candidates. Explain the factors that influenced the decision to invite three of these candidates for on-campus interviews.

Please detail the steps taken to ensure this stage of the search process was equitable and inclusive, and that a diverse group of candidates was evaluated.

Estimated Costs of Proposed On-Campus Interviews

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

| | |
|---|----|
| Travel (<i>the College will pay the lowest available airfare</i>) | \$ |
| Hotel | \$ |
| Candidates' Meals (<i>reimbursement of meals limited to official University per diem rates</i>) | \$ |
| <i>please do not use commas when entering dollar amount</i> TOTAL | \$ |

Additional Notes or Requests

Search Committee Chair

Departmental Chair