

## COMPLIANCE REPORT FOR FACULTY POSITIONS

1. Academic Unit: \_\_\_\_\_ Position Title \_\_\_\_\_

2. Recruitment Procedures: (Note any differences from submitted hiring plan or additional candidate sources such as potential applicant files, etc.):

3. Describe in detail the screening process used to select applicants receiving further consideration. Include the names of the search committee and identify the Chairperson and EEO Representative. If more than one step was used in the procedure resulting in the ranking of applicants, describe each of the steps involved:

#### 4. Interview Process

a. List the names, titles, and committee roles of interviewers:

b. Provide a rubric that was used to evaluate those interviewed:

5. Departmental Preference (attach all minutes or other relevant departmental documents as required.)

a. Total number of people on final short list (i.e. actually interviewed): \_\_\_\_\_

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b. List in order of preference only those to whom an offer would be extended based on the department's needs and the description as submitted in the Hiring Plan. For departments not using Interfolio for faculty hiring, please attach the dossiers of all finalists, including CVs and other required documentation where applicable, such as letters of recommendation.

Name	Reasons for Rank Order

c. If any candidates interviewed would not be extended an offer, specify reasons for elimination

Name	Reasons for Rank Order

Note: 5a must equal 5b+5c.

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6. If no preferred candidate were to accept the position would you

- ☐ Reopen the search
- ☐ Cancel the position
- ☐ Consider candidates who are ranked lower on the list

7. Name of selected candidate \_\_\_\_\_

Effective Date of Appointment \_\_\_\_\_

\_\_\_\_\_  
Chair/ Director

\_\_\_\_\_  
Date

### APPROVAL

\_\_\_\_\_  
Associate Provost for Academic Development and Diversity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate or Assistant Dean of the Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of the Faculty

\_\_\_\_\_  
Date