

## **Interim Pool Report for Faculty Searches**

This interim pool report must be submitted at least two business days before the department wishes to begin scheduling on-campus interviews, and must be approved before any interviews may be scheduled.

Unless you have received prior written permission from the office of the Dean of the Faculty to do otherwise, you will be expected to submit this form through the Interfolio faculty recruitment system. If you have received approval, please send this completed form to dean\_of\_faculty@brown.edu for review. Departments will be notified via email when the report has been approved.

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**Hiring Unit:**

**Search Title and Area:**

**Position Description:**

Please include the position description from your approved hiring plan.

**Recruitment Procedure:**

Please describe your efforts to advertise this position and solicit applications. Be sure to include any deviations from the submitted hiring plan.

## **Review Process:**

Please describe in detail the screening process used to select applications receiving further consideration, i.e. the sequential process used to identify the Long List, (Near) Shortlist, etc. Explicitly state any criteria and procedures used to rank applicants. Be sure to include the names of individuals actively involved in the review together with their role (e.g., committee chair, committee member, ad-hoc reviewer).

## **Evaluation of (Near) Shortlist Candidates:**

Please provide the names of all of the candidates on your short list. For each candidate, provide a brief statement in reference to your search rubric justifying their inclusion and the candidate's major qualifications for the position in the areas of both teaching and research as appropriate for the position. Please also include CVs and other materials, e.g. letters of recommendation, as appropriate for each short-listed candidate:

Please provide the names of the top-ranked applicants who were not included on the short list. For each candidate, provide a brief statement justifying their ranking (this group must be at least as long as the shortlist itself). Please also include CVs for all top-ranked applicants who were not short-listed:

Has your department conducted any preliminary interviews for this position? Y ☐ N ☐

If yes, list the names of faculty conducting the preliminary interviews:

If yes, provide the names of all candidates interviewed, as well as a brief explanation of why those candidates who did not make the short list were excluded:

**For Administrative Use Only:**

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Assistant Vice President for Institutional Equity	Date
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Dean of the Faculty	Date
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Associate Dean of the Faculty	Date
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