**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. The Diversity Representative is encouraged to discuss the applicant pool with the Vice President for Institutional Equity and Diversity at least one week before the department wishes to have the shortlist approved.

Once completed, this report should be uploaded to Interfolio using the "attachments" feature; please send an email to dean\_of\_faculty@brown.edu stating that your report is ready for review. Departments will be notified via email when the report has been approved. For departments who do not use Interfolio, please see the instructions in footnote one.

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**Hiring Unit:**       **Search title and area:**

**Percentage of:** Women in the applicant pool-       Minority applicants in the pool-

*(Contact Institutional Diversity for an anonymized report on your pool)*

Please provide the names of all of the candidates on your short list. For each candidate, provide a brief statement justifying their inclusion and his/her major qualifications for the position in the areas of both teaching and research[[1]](#footnote-1):

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 his/her ranking (this group must be at least as long as the shortlist itself):

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:**

Associate Provost for Academic Development and Diversity Date

Dean of the Faculty Date

Assistant or Associate Dean of the Faculty Date

1. For units that do not use Interfolio, please provide Faculty Personnel with: CVs for applicants on the short list and all applicants listed among the top-ranked candidates who did not make the short list (see above); all available letters of recommendation for shortlisted candidates; and, an applicant log conforming to the requirements of the Handbook of Academic Administration, section 5.5. [↑](#footnote-ref-1)