Hiring Rationale/Candidate Summary

Department: _____ **Date:** _____

Candidate's Name: _____

The form below will help us gather information needed on hiring decisions of tenure track faculty. This information will be used for institutional research, for follow-up on diversification of applicant pools, and for citizenship application recruitment reports. This form is also a way of learning about the innovative approaches some departments are utilizing that we can share with other departments.

Instructions: Chairs should complete this form within 72 hours of the Provost's approval of the offer to the candidate for a tenure track position. In the event the position is offered to a subsequent candidate, please complete this form again for that candidate. A hard copy of the completed form should be shared with all tenure track members of the department. Please submit this form in hard copy to Jane Dougan in the Provost's Office, Doane Hall 201. Envelope should be labeled "Confidential".

Qualifications Sought:

1. What were the key qualifications that distinguish the top three candidates selected for interviews from other candidates in your pool?

2. Briefly summarize the main reasons this candidate was selected. In your summary, a comparison of the three interviewees would be helpful.

Process Used:

3. Briefly describe the process used to select the candidate you wish to hire (e.g. type of process such as voting or consensus, who was involved such as the search committee, the entire department, other kinds of input provided—students, faculty from interdisciplinary programs, etc.). What were the various qualifications discussed in making the distinction between the candidate selected and the other candidates?

4. Please share any other considerations or context that shaped the selection of this candidate (e.g. departmental needs, curricular goals, particulars about the candidate that distinguish them from others). How does this candidate's area/s of expertise contribute to the curriculum and in what way is your curriculum designed to reflect the specialization of the candidate? If the hiring of this candidate responds to any issues or goals raised by the departmental assessment of student learning please feel free to indicate that here as well.

5. Please identify innovative practices, if any, used in your search that were beneficial for the College (e.g. recruitment, hosting candidates, conducting interviews). Practices in support of diversity would be particularly helpful.

   Attachments (e.g. candidate criteria, interview questions asked of all candidates, etc.) that you are willing to share as examples of innovative practices are welcomed).