RECRUITMENT REPORT FORM

DEPARTMENT ________________________________

POSITION FILLED ___________________________ DATE __________________

Please return the completed form to the Associate Provost within 30 days of wrapping up your search. Fill out this form for each tenure-track position that is advertised and filled.

1. JOB DESCRIPTION: (Please attach the description to this form)

2. TEXT OF JOB OPENING ANNOUNCEMENT: (You may attach a copy of the printed announcement or ad; no need to complete this section if the same)

3. LIST DISCIPLINE-SPECIFIC PLACES ADVERTISED AND DURATION OF AD:

4. TOTAL NUMBER OF APPLICATIONS
   TOTAL NUMBER OF MALE APPLICANTS
   TOTAL NUMBER OF FEMALE APPLICANTS
   TOTAL NUMBER OF ETHNIC MINORITY MALE APPLICANTS
   TOTAL NUMBER OF ETHNIC MINORITY FEMALE APPLICANTS

   (This information is collected within the HireTouch system. A departmental EEO report is available in HireTouch and may be attached – the associate dean and faculty data specialist are available to assist with obtaining this report)

5. OUTLINE ANY ADDITIONAL EFFORTS TO ATTRACT APPLICANTS FROM UNDERREPRESENTED POPULATIONS:
6. NAMES OF APPLICANTS INTERVIEWED AND LOCATION OF INTERVIEW: (Attach separate sheet if necessary)

7. NAME OF PERSON HIRED AND REASON(S) FOR DECISION:

8. _______________________________________________________________________
   Chair of the Search Committee

9. _______________________________________________________________________
   Person completing this report if other than the Chair of the Search Committee