

**EMORY COLLEGE OF ARTS AND SCIENCES
JOB SEARCH REPORT**

Submit this report to Susan Lee in Dean Cristine Levenduski's office of the Emory College Office when you have a short list of candidates to recommend for an interview. **No one may be invited to campus until the job search report is approved by the College Affirmative Action Committee.**

1. Department/Program Name _____

2. Job Title _____ Vacancy # _____

3. Application deadline or "review begins" date (specify which you used)

4. Describe the composition of your **department**. List the number of regular (tenured, tenure-track and lecture-track) faculty.

_____ Female _____ Male
_____ Black _____ White _____ Hispanic _____ Native American
_____ Asian or Pacific Islander _____ Total Number of Faculty Members

5. Total number of applications received _____

6. Availability pool (obtain from the Search Activity Report)

Percent _____ Female _____ Male
_____ Black _____ White _____ Other Minorities

Describe the availability pool that EOP used (e.g., was it broken down by rank, by field, by more refined minority categories?) and provide additional information if possible (e.g., specify minority composition). Describe how closely the category of the pool matches the desired rank and field of the candidate. In other words, you should tell us if the pool is for the entire discipline or for a specific subfield within the discipline.

7. Applicant pool (obtain from Equal Opportunity Programs Office).

_____ Total Number of Returned Self-Identification Forms

For the following, list number and percent of total.

_____ (____%) Female _____ (____%) Male
_____ (____%) Black _____ (____%) White
_____ (____%) Other Minorities Specify _____ Hispanic
_____ Native American
_____ Asian or Pacific Islander

8. Names and rank ordering of candidates recommended for interview

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

9. Identify the gender and race of the above candidates to the best of your knowledge. List number of
_____Female _____Male
_____Black _____White _____Hispanic
_____Native American _____Asian or Pacific Islander

10. For each of the candidates listed above, please make available to the Affirmative Action Committee the following materials documenting their application:
_____letter of application and/or research statement
_____CV
_____letters of recommendation

11. Report Submitted by

Chair of Search Committee

Print Name

Signature

Chair of Department

Print Name

Signature

Person Completing this Report

Print Name

Signature

College Office Use Only

Result in Affirmative Action Committee

_____Approved

_____Required Changes

Signature of Affirmative Action Committee Chair