Faculty Search

JOB SEARCH REPORT 1 – SHORT-LIST APPROVAL FORM

Please upload this report to the One Drive Folder titled: ECAS Faculty Hiring Materials for Departments in the specific department folder for the approved search when you have a short-list of candidates to recommend for final campus interviews. Once materials have been uploaded, please inform Shannon DeMyers at Dean_of_Faculty@emory.edu that your materials are ready for review in the OneDrive folder. **Short-listed candidates cannot be invited to campus for a final interview until this JSR-1 Short-list approval form has been approved by these offices and the ECAS Affirmative Action Committee.**

1. Department/Program Name: _____

2. Job Search Position Title: _____

3. Application Deadline Date: _____

   Has there been at least 60 days between the time the positon was posted and the close of review?

       Yes

       No

4. Emory University is committed to affirmative action and fair employment. As an affirmative action employer and federal contractor, our Affirmative Action (AA) goal plan requires that we collect current faculty as well as job candidate demographic information related to sex/gender and race/ethnicity. The intention of asking for this faculty demographic data in your JSR-1 is two-fold: (i) it allows your department to take into account and purposefully reflect on the current diversity of your faculty and your search committee members in terms of sex/gender and race/ethnicity; and (ii) it gives your search committee an opportunity to develop best practices in faculty hiring throughout the search process and achieve the AA goal plan of actively recruiting and advancing qualified women, minorities, and members of historically underrepresented groups.

   You may gather this demographic information from your department's "Faculty Availability Analysis" data provided by the Office of Equity and Inclusion (OEI). Please contact david.goetsch@emory.edu in OEI if you require assistance. Alternatively, if your faculty wish to share their self-identification information using the more inclusive categories below, you may enter this information here. If a faculty member chooses not to self-identify, they are not required to do so. This can be noted under "identity not disclosed" (Note: The sex/gender self-identification process for the federal government, and therefore accessible through the OEI, currently only includes the categories of female and male. Emory University is working on integrating more inclusive gender categories. In the meantime, ECAS is making efforts to be as inclusive as possible in our hiring processes.

   Please use the Faculty Availability Analysis data you have access to and/or the information that your faculty have chosen to share to describe the composition of the department. This does not include temporary faculty – only Tenure-Track and Teaching-Track regular faculty.

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Total number of faculty members: _____

Sex/Gender	Number of faculty
Female	
Male	
More inclusive response (trans, nonbinary, genderqueer, genderfluid, gender identity not disclosed)	
Race/Ethnicity	Number of faculty
Hispanic or Latino	
American Indian/Alaskan Native (Not Hispanic or Latino)	
Asian (not Hispanic or Latino)	
Black/African American (not Hispanic or Latino)	
Native Hawaiian/Pacific Islander	
White (not Hispanic or Latino)	
Two or More Races	
Race/Ethnicity not listed (may specify here: _____)	
Race/Ethnicity not disclosed	

Please use this space if you wish to further comment on the faculty composition of the department.

5. Total number of applications received: _____

6. Availability Pool data: You can obtain this data from your department's Faculty Availability Analysis data provided by the OEI. The identity categories below are the categories currently collected by the OEI. Please enter this data as percentages.

Sex/Gender Information	Availability Pool Data (%)
Female	
Male (difference between 'Total' and 'Female' data provided)	
Race/Ethnicity	Availability Pool Data (%)
Hispanic or Latino	
American Indian/Alaskan Native (not Hispanic or Latino)	
Asian (not Hispanic or Latino)	
Black/African American (not Hispanic or Latino)	
Native Hawaiian/Pacific Islander (not Hispanic or Latino)	
White (difference between 'Total' and 'Total Minorities' data provided)	
Two or More Races	

7. Applicant Pool data: You may obtain this data from Interfolio via "Report Functions" and under "Form Report." Once you are in "Form Report," select your unit, select the position, and then select the "EEO-1/Affirmative Action Voluntary Self Identification Form" (also known as "Self-ID results"). Alternatively, you can contact OEI to obtain this information. The identity categories below are the categories currently collected by the OEI and available for the candidates to select from within Interfolio. Please enter this data as percentages.

Sex/Gender Information	Applicant Pool Data (%)
Female	
Male	
Race/Ethnicity	Applicant Pool Data (%)
Hispanic or Latino	
American Indian/Alaskan Native (not Hispanic or Latino)	
Asian (not Hispanic or Latino)	
Black/African American (not Hispanic or Latino)	
Native Hawaiian/Pacific Islander (not Hispanic or Latino)	
White/Caucasian	
Candidate does not wish to answer	

8. Describe your search process to date:

   In some departments, applicants are pre-screened before arriving at a shortlist of candidates who are then recommended for final campus interviews. These applicants are considered to be "longlisted" candidates as they are interviewed in a preliminary way (via zoom, annual disciplinary conferences, etc.). Short-listed candidates are those who are invited for a campus visit (either in person or virtually).

   What was the process for arriving at your **long-list** (if applicable) and/or **short-list** of candidates. Why were these candidates chosen? Where appropriate, please comment on how reflecting purposefully on diversity, particularly in terms of sex/gender and race/ethnicity, factored into your search process.

9. Names of **long-listed** candidates (if any) contacted for interviews. Please briefly provide a reason(s) why the long-listed candidate is not being recommended for a final short-list interview according to the Review Criteria established by the search committee (see your Recruitment Plan). If your list of long-listed candidates exceeds 10, you may add additional names on a separate attachment.

Names of longlisted candidates	Reason(s) why candidate is not being considered for a final shortlist interview
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

10. Names of **short-listed** candidates recommended for final campus visit interview (in-person or online). Typically no more than three short-listed candidates are invited for final campus interviews. If you must consider four or more candidates, please contact the Dean of Faculty before proceeding.

Candidate 1: _____

Candidate 2: _____

Candidate 3: _____

11. Please describe the composition of your short-listed candidates. You may contact OEI for this anonymized information by providing the names of your shortlisted candidates. Alternatively, if your short-listed candidates have **self-identified** their sex/gender and/or race/ethnicity through their cover letter, diversity statement, or long-list interview process, you may include this information here.

Total Number of Short-listed candidates: _____

Sex/Gender Information	Number of self-identified candidates
Female	
Male	
More inclusive response (trans, nonbinary, genderqueer, genderfluid, gender identity not disclosed)	
Race/Ethnicity	Number of self-identified candidates
Hispanic or Latino	
American Indian/Alaskan Native (not Hispanic or Latino)	
Asian (not Hispanic or Latino)	
Black/African American (not Hispanic or Latino)	
Native Hawaiian/Pacific Islander (not Hispanic or Latino)	
White/Caucasian	
Candidate does not wish to answer	

12. For each of the short-listed candidates listed, please provide the following materials documenting their application (compiled into one PDF per candidate and send as attachments with this JSR 1):

	Candidate 1	Candidate 2	Candidate 3
Letter of application and research statement			
CV			
Three (3) letters of recommendation			
Candidate diversity and Inclusion statement			

13. Please provide copies of all advertisements that were listed on your Recruitment Plan, and as they appeared in publications (print publications, web publications, email listservs, etc.). All advertisements can be compiled into one document and included as an attachment along with this JSR-1.

14. Is there any way in which the Affirmative Action Committee, OEI, or ECAS Office of Faculty can help you at this state in the recruitment process?

This report has been reviewed by the chair of the search committee and the chair of the department.

Report Completed and Submitted by:

_____   _____

Print Name   Signature