

Faculty Search

JOB SEARCH REPORT 1 – SHORTLIST APPROVAL FORM

Please submit this report to Dean Roy’s office (dean_of_faculty@emory.edu) and copy the Office of Equity and Inclusion (OEI@emory.edu) when you have a short list of candidates to recommend for final interviews.

Shortlisted candidates cannot be invited to campus for a final interview until this JSR-1 Shortlist 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 position was posted and the close of review?

- Yes
 No

4. Please describe the composition of regular faculty in your department (tenured, tenure-track, lecture-track). You may contact the Office of Equity and Inclusion (OEI) and gather this information from your department’s “Faculty Availability Analysis” data that is provided by the OEI. Alternatively, if your faculty are willing to share their self-identification information, you may also enter this information below. (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 including Cisgender Woman, Cisgender Man, Transgender Woman, Transgender Man, Non-binary, Genderqueer, Genderfluid).

Total Number of Faculty Members: _____

Sex/Gender Information	Number of faculty
Female	
Male	
A gender identity not listed (please specify: _____)	
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)	
Race/Ethnicity identity not disclosed	

5. Total number of applications received: _____
6. Availability Pool data: You can obtain this data from your department’s “Faculty Availability Analysis” 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	
Candidate does not wish to answer	
Other	
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 Review Criteria:

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, Skype, annual disciplinary conferences, etc.). Shortlisted candidates are those who are invited for a campus visit (either in person or virtually).

What was the process for arriving at your **longlist** (if applicable) and/or **shortlist** of candidates. Why were these candidates chosen? Where appropriate, please comment on how diversity factored into your process.

9. Names of **longlisted** candidates contacted for interviews (if any). Please briefly provide a reason(s) why the longlisted candidate is not being recommended for a final shortlist interview according to the Review Criteria established by the search committee (see Q. #8). If your list of long-listed candidates exceeds 10, you may add additional names.

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 **shortlisted** 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 shortlisted 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	
A gender identity not listed (please specify _____)	
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 shortlisted 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