

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

Submit this report to Beth Kivett in Dean Michael A. Elliott’s office, located in Candler Library, Suite 400 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 (check which you used)
Date: _____

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

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

5. Total number of applications received
6. Availability pool (obtain from the Search Activity Report)

Percent	Female	Male	
	Black	White	Other Minorities

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

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). In other words, you should tell us if the pool is for the entire discipline or for a specific subfield within the discipline.

8. Names of candidates recommended for interview. As an addendum on a separate page, please provide the reason you chose these candidates among all applications received. In addition, please explain whether these candidates are in a ranked order – or have been ranked in any way.

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

9. Identify the gender and race of the above candidates to the best of your knowledge. If you are unable to identify race, please submit total number of genders. 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. Copies of all advertisements, as indicated on the Recruitment Plan - showing placement (in print or web link). Please provide copies of the advertisements as they appeared in publications, whether print publications, web publications, or email listservs.

12. 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