

## FACULTY SEARCH APPLICANT SUMMARY – FORMAT

School/Department: \_\_\_\_\_

Opening/closing dates for receipt of application: \_\_\_\_\_

Position Title: \_\_\_\_\_

\_\_\_\_\_

Position Number: \_\_\_\_\_

Applicant Name (alpha order)	Date of Appl.	Gender/ Race	Disabled/ Veteran	Referral Source	Interview yes/no	EEO card to Provost	Reason Rejected or Hired
---------------------------------	------------------	-----------------	----------------------	--------------------	---------------------	------------------------	-----------------------------

### Instructions:

Complete list of applicants according to above format—except for “Gender/Race and Disabled/Veteran” columns – return it to the VC for Academic Affairs along with the EEO Form I (for full-time faculty searches) or with the recommendation for appointment (for part time faculty searches).

In the “Reason Rejected/Hired” column: indicate a specific job-related reason why a rejected applicant is less qualified than the person hired. This column may be completed after the interview process and the position has been filled.

In the “EEO card to Provost” column: before sending your final applicant summary form to the Provost and as you receive applications, please be sure applicants whose envelopes were sent to Cindy/Janet for mailing are checked off on list. Also highlighted is the “Date of Application” column. Please be very careful to fill this column in completely. We cannot accept forms that are incomplete, so please give attention to the details in this matter.