2. Finalist Interviews Request Form

Complete sections 1 and 2 and submit form for permission to hold finalist interviews (on-campus or other).

1. Enter Faculty Position Information

Position Title _____ Position No. _____

School _____ Department/Division _____

Total Number of Applicants (found in Interfolio): _____ (Male _____ Female _____ Unknown _____)

Provide current faculty composition of department/unit (all full-time faculty):

Race/Ethnicity	White	Black						

I. **Longlist Candidate Names** – Individuals who have been formally interviewed in the *initial* screening process and are held in consideration for the position (typically 8-12 candidates).

Change their **Status Update** in Interfolio to **"Longlist."**

II. **Shortlist Finalist Candidate Names and Summaries** – Individuals (who must be drawn from the Longlist) who have been identified as the top prospects for the upcoming final interview stage (typically at least 3 candidates). Provide a 4-5 sentence summary per candidate of the rationale for the search committee's selection.

Change their **Status Update** in Interfolio to **"Shortlist."**

III. **Summary of the Search** – It should summarize how the recruitment plans were followed and include a justification for proceeding, even if the finalist pool is not likely to reflect the anticipated pool based on the robustness of the Recruitment Plans (e.g., small number of applicants or qualified finalists).

Longlist/Prospect Composition

Race/Ethnicity	White	Black	Hispanic	Asian	American Indian	Hawaiian or Other Pacific Islander		

						Hawaiian or Other Pacific Islander		2 or More Races		Unknown
Male										
Female										
Unknown										

IAE Review: _____ Date _____

Dean Approval: _____ Date _____

Provost Approval: _____ Date _____