

# Search Closing Report

Department \_\_\_\_\_

Title of Position \_\_\_\_\_ Date of Conclusion of Search \_\_\_\_\_

## REPORT ON SEARCH

- I. Please describe steps taken to expand the pool.
- II. Please give the following information to the degree that it is available:
- Total number of applicants \_\_\_\_\_ Women \_\_\_\_\_ Minorities \_\_\_\_\_
- Total number of those interviewed \_\_\_\_\_ Women \_\_\_\_\_ Minorities \_\_\_\_\_
- Total number of those brought to campus for full interview \_\_\_\_\_ Women \_\_\_\_\_ Minorities \_\_\_\_\_
- III. Please give the gender and race of the candidate recommended for appointment:
- IV. Please describe your program for campus interviews, including the way in which you involve students and colleagues from your department, and other departments if applicable.
- V. Please describe any suggestions or comments about ways in which your department might make more effective progress in diversifying your pool of candidates.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Department or Search Committee Chair

- ◆ **Please complete two copies: copy to Department file, copy to Office of Diversity & Inclusion, Box #2217.** (Search records must be maintained for two years)