

YALE UNIVERSITY
Faculty of Arts and Sciences and Professional Schools
(except School of Medicine)
Faculty Search Questionnaire
2013-2014

Please complete this form as soon as one or more final candidates have been selected. Upon completion, upload this completed form as a Word document and all supporting materials as a separate, single pdf document to your department's FSQ folder on the Provost's Office Sharepoint site (<https://share.yale.edu/departments/provostoffice/facdev/default.aspx>). It must be reviewed by the Office for Equal Opportunity Programs and approved by your cognizant provost before you make an offer – verbal or written.

Date: _____
School: _____ **Dean:** _____
Dept: _____ **Chair:** _____
Cognizant _____ **Slot resources used**
Provost: _____ **/Slot#, if known** _____
Faculty Rank/Title: _____
Tenured: Yes _____ **No** _____ **Start Date:** _____
If not tenured, length of term: _____

Brief position description (subfield, degree requirements):

Short List and Proposed Candidate(s) (from Section B): Please place an asterisk (*) by the name(s) of the proposed candidate(s) to whom the FAS department or professional school would like to extend the initial offer(s) of appointment. Every search is expected to produce a diverse short list of candidates to be interviewed.

Name	Race/ Ethnicity ¹	Gender (F/M)	Country of Citizenship	Country of Permanent Residence

Search Committee Composition:

Search Chair: _____
Diversity Representative: _____
Other Members: _____

Contact person for information regarding this search:

Name: _____ Phone: _____ E-mail: _____

Approvals:

EEO Reviewer: _____ Date Reviewed: _____
Comments: _____

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Approved – Deputy or Associate Provost / Date
(For all appointments)

Approved – Deputy Provost for Faculty Development/
Date (For appointments or promotions to tenure)

¹ Revised race/ethnicity definitions used by the Federal government are on page 5.

A. Outreach Plan

1) Advertise in journals, organizations, and websites. Please attach documentation of each ad (actual copies are preferable), with sources and dates.

2) Consult relevant publication lists and databases. Please list sources consulted.

3) Consult with University faculty members at Yale and elsewhere. Please consider contacting department chairs at universities known to produce underrepresented minorities. List here letters, calls, emails sent to colleagues, including dates. **Note:** It is not necessary to attach copies of correspondence.

B. Short List

1. Please list in order of preference the top candidates for this position, even if the FAS department or Professional School would not recommend appointment of any but its first-ranked proposed candidate. Rank all final candidates regardless whether or not they would accept or reject the position.
2. Be sure to evaluate each candidate on the basis of the advertised position rather than in comparison to other candidates. Note the qualifications of each final candidate compared with the advertised position, highlighting those factors that make the final candidate particularly well or less well suited for the position. If a final candidate has withdrawn from consideration, note the reason provided by the final candidate for the withdrawal.
3. Please attach a full curriculum vitae (CV), double-sided, and letters of recommendation for each final candidate, even if the final candidate has withdrawn from consideration.
4. Please place an asterisk (*) by the names of final candidates who have been interviewed.

Name: _____ Race/Ethnicity: _____ Gender: _____
Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FIRST.

Name: _____ Race/Ethnicity: _____ Gender: _____
Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked SECOND.

B. Short List and Proposed Candidates (continued)

Name: _____ Race/Ethnicity: _____ Gender: _____

Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked THIRD.

Name: _____ Race/Ethnicity: _____ Gender: _____

Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FOURTH.

C. Applicant/Nominee Pool Data

Please provide data on the applicant/nominee pool considered for this position, whether or not the individuals are final and proposed candidates. Please include data for all applicants and nominees, whether or not they have provided this information electronically or have completed and returned a pre-printed postcard. Please use the Race/Ethnicity Unknown column as needed. In addition to race/gender information, please separately indicate applicants who identify as Non-U.S. citizens and military veterans. The race/ethnicity and gender composition of the applicant/nominee pool is required under applicable laws and regulations of the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) and the U.S. Equal Employment Opportunity Commission (EEOC).

Revised Federal Race / Ethnicity Categories

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

	American Indian or Native American	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/Ethnicity Unknown	How many self-identified with disabilities?	How many self-identified U.S. Military Veterans?	How many Non-U.S. citizens?
Men											
Women											
Gender Unknown											
Total											

D. Brief Statement from the FAS Search Committee Diversity Representative

Please write a brief statement of the ways you and the search committee addressed the issue of diversity in the search. Include any special efforts to expand the candidate pool in the interests of diversity. If your proposed candidate(s) do not include women or under-represented minorities, please provide specific reasons for their exclusion from further consideration.