

## FORM II. FACULTY RECRUITMENT

### CANDIDATE SELECTION FORM

**APPROVAL REQUIRED.** The Search Committee Chair must complete and submit the Candidate Selection Form and receive required approvals **prior to** inviting candidates to campus.

#### INSTRUCTIONS

Download and save this form to your computer before editing.

Submit an electronic copy of the completed Faculty Search and Recruitment Form to Kelly Stone, Assistant in the Office of Equity and Diversity, at [kstone@bates.edu](mailto:kstone@bates.edu) for approval and copy to Lori Ouellette in the Office of the Dean of Faculty at [louellet@bates.edu](mailto:louellet@bates.edu). Once approved by the Office of Equity and Diversity, the Dean of Faculty or appropriate Associate Dean will review and approve the candidates selected. The Office of the Dean of Faculty will notify the Search Committee Chair when all approvals have been obtained. For additional information see attached overview.

<b>R- Type Requisition #</b>	<b>Form Submittal Date:</b> mm/dd/yyyy
<b>Department or Program:</b> Click here to enter department or program name	
<b>Position Level:</b> Click box to select	<input type="checkbox"/> ASSISTANT <input type="checkbox"/> ASSOCIATE <input type="checkbox"/> FULL
<b>Appointment Status:</b> Click box to select	<input type="checkbox"/> TENURE-TRACK <input type="checkbox"/> NON-TENURE-TRACK
<b>For Non-Tenure-Track</b> indicate length of time for position as advertised (e.g., 1 semester, 1 year or 3 years): Click here to enter text	
<b>Search Committee Chair</b>	Click here to enter text.
<b>Department or Program</b>	Click here to enter text.
<b>Telephone</b>	Click here to enter text.
<b>Email</b>	Click here to enter text.
<b>SEARCH COMMITTEE PROCESS</b>	
Briefly describe the <b>actual recruitment and selection procedures</b> , including initial outreach (e.g., to professional associations and special interest caucuses, contact with colleagues at other institution used to identify a pool of diverse candidates) and attendance at conferences (include conference name). <b>Indicate the criteria</b> used by the search committee to select the candidates for a campus interview. Attach supplementary materials, such as a candidate selection matrix.	
Click here to enter text. Field automatically expands to fit text.	

## CANDIDATE SELECTION

**List candidates in order of priority.** The Office of Equity and Diversity and the Office of the Dean of Faculty will review the dossiers for the candidates selected for a campus interview prior to approving the list.

**For Tenure-Track positions,** the department or program may send a list of up to 6 candidates; however, **the Dean of Faculty’s office will only approve the first 3 candidates for a campus interview.**

**For Non-Tenure-Track positions,** confer with the appropriate Associate Dean about inviting candidates to campus for an interview.

<b>Candidate’s Name</b>	Click here to enter text.
<b>Candidate’s Name</b>	Click here to enter text.
<b>Candidate’s Name</b>	Click here to enter text.
<b>Candidate’s Name</b>	Click here to enter text.
<b>Candidate’s Name</b>	Click here to enter text.
<b>Candidate’s Name</b>	Click here to enter text.

## ADDITIONAL INFORMATION

Click here to provide any additional information for the Dean of Faculty, the Chief Diversity Officer of the Office of Equity and Diversity. Field automatically expands to fit text.

## REQUIRED APPROVALS

<b>Dean of Faculty or Associate Dean</b>		
	Print Name	
	Signature	Date
<b>Chief Diversity Officer, Office of Equity &amp; Diversity</b>	Crystal Williams	
	Print Name	
	Signature	Date

**Submit copies of approved form to Search Committee Chair,  
Dean of Faculty, and Office of Equity and Diversity**