



## Recruitment Summary Form

All recruitment efforts must be documented and submitted at the end of the search. Committees are required to provide a detailed account of recruiting and outreach activities, especially with regard to recruiting a diverse candidate pool. This must include detailed phone and email logs. In addition, it is important that committees develop non-traditional approaches, including recruiting faculty who may not be currently looking for positions. If additional space is needed, please include additional information as attachments.

1. Please provide a detailed narrative of multiple recruiting strategies the committee used to ensure that the vacancy announcement was brought to the attention of diverse candidates (*e.g.*, direct calls to graduate programs and potential candidates; direct emails to program coordinators; documented use of Vitae or Linked-in, etc.); the use of professional networks within the department/college to attract a qualified and diverse pool of candidates.
2. Please provide a detailed log of actions taken which provide evidence of interactive contacts, such as phone calls and face-to-face conversations. The list must include your contacts in evidence of outreach to faculty colleagues at Minority Serving Institutions for the purpose of identifying current and former students with great promise or those who have achieved further success in the field, including entrance into doctoral programs and university positions. Therefore, your MSI contacts should also include masters level institutions that offer programs in the disciplines or fields affiliated with the search. In addition, the committee must develop a list of preparation programs in your field or discipline with high proportions of underrepresented students for the purposes of recruiting and must document efforts related to contacting these programs.

3. Please provide additional documentation of outreach such as recruitment at professional meetings and conferences. Contacts should be described in detail.
  
4. A list of any additional advertising you pursued beyond the standard and centralized advertising provided by Faculty Affairs.
  
  
  
  
  
  
  
  
  
  
5. Please describe your efforts to keep applicants informed regarding the process of the search (emails, calls, letters, etc.).

***NOTE: Failure to conduct a rigorous and thorough recruitment, and provide documentation will constitute grounds for canceling the search at any point in the process.***