

**CANDIDATE SELECTION FORM**

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

The detail provided in this section enables us to collect important information about what recruitment efforts the search committee has used in diversifying the candidate pool. In the [**Active and Inclusive Faculty Recruitment and Search Plan**](http://www.bates.edu/dof/files/2010/09/0_Active-and-Inclusive-Search-Plan_2014-Toolkit.pdf)**,** the department identified the proposed strategies to make the search as broad and inclusive as possible. Now tell us which strategies or approaches the department used and what changed in the process of conducting the search.

Briefly describe the **actual recruitment and selection procedures**, 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). **Indicate the criteria** used by the search committee to select the candidates for a campus interview. Attach supplementary materials, such as a candidate selection matrix.

For Tenure-Track searches and 3 year non-Tenure-Track searches, submit the online [**Candidate Selection Form**](http://www.bates.edu/dof/governance-and-policies/candidate-selection-form/), which will automatically go to the Dean of Faculty’s Office. It will then be forwarded to the Office Equity and Diversity who will review the candidates selected for an on- campus interview against availability data and the recruitment pool to ensure that the search has been broad and inclusive and meets the Search Plan proposed by the department. Once approved by the Office of Equity and Diversity, the Dean of Faculty, Matt Auer, will review and approve the candidates selected. The Dean of Faculty’s office will notify the Search Committee Chair when all approvals have been obtained.

For non-Tenure-Track searches submit the online [**Candidate Selection Form**](http://www.bates.edu/dof/governance-and-policies/candidate-selection-form/)**,** which will automatically go to the Dean of Faculty’s Office. It will then be forwarded to the Office Equity and Diversity. Once approved by Equity and Diversity, the appropriate Associate Dean will review and approve the candidate selection. The Dean of Faculty’s office will notify the Search Committee Chair when all approvals have been obtained.

**Only after approval can the search committee arrange for the on-campus interviews**