

## INSTRUCTIONS

### FORM II. 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.

#### SEARCH COMMITTEE PROCESS

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**, 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.

#### CANDIDATE SELECTION FOR CAMPUS INTERVIEW

##### Tenure-Track and 3 year non-Tenure-Track

For Tenure-Track searches and 3 year non-Tenure-Track searches, submit an electronic or hard copy of **the Candidate Selection Form** to **Kelly Stone**, Assistant in the Office of Equity and Diversity, at [kstone@bates.edu](mailto:kstone@bates.edu) or Lane 201 for approval and copy to Lori Ouellette at [louellet@bates.edu](mailto:louellet@bates.edu). The Office of Equity and Diversity reviews 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.

Only after approval can the search committee arrange for the on-campus interviews. Both the Office of Equity and Diversity and the Dean of Faculty's office will review the candidate selection form within one business day of receipt.

##### Non-Tenure-Track Searches

For non-Tenure-Track searches, submit an electronic or hard copy of the **Candidate Selection Form** to **Kelly Stone**, Assistant in the Office of Equity and Diversity, at [kstone@bates.edu](mailto:kstone@bates.edu) or Lane 201 for approval and copy to Lori Ouellette at [louellet@bates.edu](mailto:louellet@bates.edu). 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.** Both the Office of Equity and Diversity and the Dean of Faculty's office will review the candidate selection form within one business day of receipt.

If the candidate has been selected through an internal process (existing non-Tenure-track Bates faculty member) or through an informal network, attach the candidate's supporting materials to the Candidate Selection Form. These materials may include a letter of interest, CV, teaching portfolio or teaching evaluations, and other supplementary materials.

**Note:**

Though the college advertises at Assistant-level, search committees can consider Instructor-level appointments. The appointment level will be determined in Dean of Faculty's letter of consideration, which is provided to the candidate.