



Compliance Report for Faculty Positions

FPA#

Department

1. Recruitment Procedures: (Note any differences from submitted hiring plan or additional candidate sources such as potential applicant files, etc.):

2. Describe in detail the screening process used to select applicants receiving further consideration. Include the names of the search committee and identify the chairperson. If more than one step was used in the procedure resulting in the ranking of applicants, describe each of the steps involved:

3. Interview Process:

a. List the names and titles of interviewers:

b. List criteria used to rank those interviewed:



4. Departmental Preference (attach all minutes or other relevant departmental documents).

a. Total number of people on final short list (i.e. actually interviewed): _____

b. List in order of preference only those to whom an offer would be extended based on the department's needs and the description as submitted in the Hiring Plan.

Name	Reasons for Rank Order



c. If any candidates interviewed would not be extended an offer, specify reasons for elimination.

Name	Reasons for Rank Order

Note: 4a must equal 4b+4c.

6. If no preferred candidate were to accept the position would you:

- Reopen the search
- Cancel the position
- Consider candidates who are ranked lower on the list

7. Name of selected candidate: _____

Effective Date of Appointment: _____

Salary: _____

Department Chair

Date