

## Form 2: Initial Affirmative Action Recruitment Report

Form 2 is the list of proposed candidates to be interviewed. Candidates cannot be invited to campus until an approved Form 2 is received by the department/program from the Associate Dean's Office (via email).

- Faculty searches are to be conducted according to the guidelines listed in IDE's [Faculty Recruitment and Selection: A Guide for Dartmouth College Faculty Searches](#)
- Retain all search records for the recommended retention period listed on the [Records Management's website](#). If Dartmouth's designated electronic faculty search system (currently Interfolio) is used, that system serves as the archive.

Date: \_\_\_\_\_

A&S Search Number: \_\_\_\_\_

Interfolio Search Number: \_\_\_\_\_

Position Description: \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_

### Longlist:

1. The Search Committee establishes a long list (12-20 candidates from whom the campus interview list will be selected).
2. The department/program administrator designates these candidates in Interfolio **using the Status field to indicate the longlist candidates**.
3. The Search Chair notifies the Office of Institutional Diversity and Equity (IDE).
4. IDE will provide a copy of the EEO/AA applicant pool summary.
5. IDE staff will compare the demographics of the long list with the whole pool and flag any issues to the Search Committee Chair and the Associate Dean for their discussion. The Associate Dean, in consultation with IDE, may require additional justifications and/or additional recruitment.

\_\_\_\_\_ Date of IDE consultation on the long list (#3-5)

### Shortlist:

1. The Search Committee, with the department/program, establishes the short list of candidates proposed for campus interviews.
2. The department/program administrator **updates the Interfolio Status field to indicate the**

**shortlist candidates** and enters the names on the following page.

3. Search Chair meets with IDE to receive the Gender and EEO codes, which will be entered below.
4. IDE will flag any issues to the Chair and the Associate Dean for their discussion. The Associate Dean, in consultation with IDE, may require additional justifications and/or additional recruitment.

Once Gender/EEO codes have been provided, names cannot be removed from Form 2. Instead, add notes and other documentation of changes to candidates' status. If you are not using Interfolio, consult IDE for proper procedure.

List in **alphabetical order** the candidates proposed for campus visit. When submitting this form, include the Cover Letter and CV of each candidate. Keep in mind that the Dean of Faculty will normally pay expenses for only three candidates.

Name	Highest degree	Present Position	Gender Code*	EEO Code**	Date added to short list	Date Associate Dean authorized campus interview

\*Gender Codes: **F** female, **M** male, **O** other, **U** unknown

\*\*Equal Employment Opportunity (EEO) codes: **0** unknown, **1** American Indian or Alaska Native, **2** Asian or Asian American, **3** Black or African American, **4** Hispanic or Latino, **5** Native Hawaiian or Other Pacific Islander, **6** White, **7** Multiracial, **8** Disabled, **9** Veteran

Before the Search Chair submits Form 2 to the Associate Dean, the Department/Program Chair and IDE must approve the short list by signing below. Form 2 will not be approved/signed by the Associate Dean(s) until disposition codes have been added in Interfolio.

## Approvals of Short List

1. Search committee chair \_\_\_\_\_ Date: \_\_\_\_\_
2. Dept/Program chair \_\_\_\_\_ Date: \_\_\_\_\_
3. Dept/Program chair\*\* \_\_\_\_\_ Date: \_\_\_\_\_
4. IDE EEO/AA officer \_\_\_\_\_ Date: \_\_\_\_\_
5. Associate Dean \_\_\_\_\_ Date: \_\_\_\_\_
6. Associate Dean\*\* \_\_\_\_\_ Date: \_\_\_\_\_

After the approvals are received, the Associate Dean's office will forward copies to the Search Committee Chair, to the Office of Institutional Diversity & Equity (IDE), and to the Arts and Sciences Finance Center (ASFC) via email. The Associate Dean's Office will retain the original copy of this Form.

\*\*For joint positions, both department/program chairs and respective Associate Deans must approve request.