Appendix G: Sample Committee Finalist Recommendation Report

Sample Search Committee Report

XXXXX Position
DATE
XXXXX, Chair
XXXXX, Equity Representative
List names of committee members

I. Search Summary
   A. Describe the search and summarize the committee’s recommendation
   B. Outreach, advertising and search execution
      1. Strategy for cultivating your pool
         i. Include description of creative or proactive efforts utilized to broaden your outreach.
      2. Applicant pool
         i. Were you satisfied with the size and composition of your candidate pool?
      3. Department input
         i. How did the committee gather input on your candidate pool from other faculty either within or outside of your department?
         ii. At what stage in the search process was faculty input sought?
      4. Outcome of your committee deliberations
         i. Include the overall, anonymized count of any committee or faculty vote
         ii. May include summary of committee evaluation forms if used during your deliberations
   C. Candidate evaluation, materials, and recommendation
      1. List the items used to evaluate the candidates
         i. Including but not limited to any job talk, student input, record of scholarship or creative work, teaching record, reference letters, etc.
      2. Candidate(s) of choice
         i. List their accomplishments with respect to your criteria for the position, as described in your position ad
         ii. Include materials pertaining to their application and review (CV and cover letter, reference letters, evaluation materials, etc.)
      3. Other finalist(s)
         i. List their accomplishments as relative to your top candidate(s) of choice
         ii. For all finalist candidates, include materials pertaining to their application and review (CV and cover letter, reference letters, evaluation materials, etc.)

II. Conclusion
   A. How will the committee’s recommendation advance the strategic goals of your program or school?
   B. How will the committee’s recommendation advance diversity and equity at Northwestern University and within the program or field?