

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?