



**FAS EQUAL EMPLOYMENT OPPORTUNITY**  
PRELIMINARY DATA ON FACULTY CANDIDATE POOL

**THIS FORM SHOULD BE RETURNED TO:  
THE FAS OFFICE OF THE ASSOCIATE DEAN, 5 WASHINGTON SQUARE NORTH, 2nd FLOOR**

**Department/Program:** \_\_\_\_\_

**Proposed Rank/Title:** \_\_\_\_\_

**Description of Position:** \_\_\_\_\_

**Summary of Recruitment Activities.**

In a cover letter, the Chair must describe the search process and the rationale for selection of the finalists, and indicate whether any of the finalists are women or members of underrepresented minority groups. The letter must address the following:

- 1) Indicate how many advertisements or contacts were placed and where, (e.g. Chronicle of Higher Ed., professional newsletter, electronic mail postings).
- 2) How did those locations contribute to the diversity of the candidate pool?
- 3) Other than advertising, what proactive steps were taken to enhance the diversity of the candidate pool (e.g. direct contact with colleagues outside of NYU).

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### I. Candidate Pool:

Although it is not always possible to establish the ethnicity of a candidate, to the best of your ability, please provide a breakdown of the ethnicity and gender of the candidate pool being considered by the search committee.

**Total Applications Received:** \_\_\_\_\_

	<b>FEMALE</b>	<b>MALE</b>
<b>American Indian or Alaska Native</b>	_____	_____
<b>Asian</b>	_____	_____
<b>Black or African American</b>	_____	_____
<b>Hispanic/Latino</b>	_____	_____
<b>White</b>	_____	_____
<b>Native Hawaiian or Other Pacific Islander</b>	_____	_____
<b>Two or More Races</b>	_____	_____

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### II. Finalists to be Interviewed:

Indicate in the space below what steps were taken to ensure the list of finalists is as diverse as possible.

	FEMALE	MALE
American Indian or Alaska Native	_____	_____
Asian	_____	_____
Black or African American	_____	_____
Hispanic/Latino	_____	_____
White	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____
Two or More Races	_____	_____

**Names of Recommended Finalists to be Interviewed: Typically, on-campus interviews should be limited to three candidates. Indicate Race and Gender for each candidate (e.g. Black Female).**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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### III. Estimated Recruitment Costs for Interviewing All Finalists:

In addition, please provide estimates of standard costs for travel, lodging, and meals for all finalists. Typically, on-campus interview should be limited to three candidates. If more than 3 finalists are being recommended (e.g., for reasons of diversity), please indicate this in the Summary of Recruitment Activities, referenced above.

<b>Travel (100% of actual cost of economy airfare and ground transportation)</b>	<b>\$ _____</b>
<b>Lodging (Up to \$250 per night per candidate)</b>	<b>\$ _____</b>
<b>Meals (Up to \$300 maximum per candidate)</b>	<b>\$ _____</b>
<b>Other (Describe): _____</b>	<b>\$ _____</b>
<b>Total</b>	<b>\$ _____</b>

Name of Department/Program Head: \_\_\_\_\_

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

Dean's Approval \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be submitted to the Office of the Associate Dean along with the Summary of Recruitment Activities, C.V.'s of the finalists and a cost estimate of visits by the finalists before authorization to interview on campus will be granted. See the guidelines for [Recruitment of New Faculty](#) which appear in the FAS Administrative Resources website.**