



FAS EQUAL EMPLOYMENT OPPORTUNITY
PRELIMINARY DATA ON FACULTY CANDIDATE POOL

Date : _____

Department/Program: _____

Proposed Rank/Title: _____

Description of Position: _____

Projected Start Date: _____ Interfolio URL: _____

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).
- 4) Include copies of finalists CV's.

I. Candidate Pool:

Please provide a breakdown of the ethnicity and gender of the candidate pool being considered by the search committee.

The breakdown can be obtained through Interfolio Faculty Search under : Reports > Form Report : 1.Select Unit 2. Select Position 3. Select NYU EEO/Affirmative Action Voluntary Self Identification Form. Attach printout to this form; with date of download.

Total Applications Received: _____

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II. Finalists to be interviewed:

Please provide to the best of your ability the full information on the finalists being considered for on-campus interviews.

	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.

Travel (100% of actual cost of economy airfare and ground transportation)	\$ _____	
Lodging (Up to \$250 per night per candidate)	1 night for Junior Faculty 2 nights for Senior Faculty	\$ _____
Meals (Up to \$300 maximum per candidate)		\$ _____
Other (Describe):	_____	\$ _____
e.g. student events		
Total		\$ _____

Name of Department/Program Head: _____

Signature _____ Date: _____

Dean's Approval _____ Date: _____

This form must be submitted to Jonathan Lipman (jl2@nyu.edu); the Divisional Dean and to Susan Anton (sca2@nyu.edu) 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.