

A&S Faculty Long List Review Checklist AY 2022/23

This form should accompany your request for long list approval for [A&S Faculty Recruitment](#).

1. **Department, Rank, and Field of the Position:**

2. **Active Recruiting:** As part of the *active recruitment* process, we ask that search committees and department faculty work with their disciplinary networks and organizations to identify excellent applicants who will broaden the diversity of their programs and encourage these scholars to apply.

Please outline what diversity means in the context of your program/unit and your strategies for sourcing excellent candidates.

2a. **Candidate Sourcing.** Please attach your list compiled during the active recruitment phase of minority and underrepresented minority scholars (and their current institutions) who are on the job market or to whom you have reached out to send your job description. This list may include international scholars who would be so identified were they U.S. citizens. These informational lists are meant as a recruiting tool to help you identify the potential pool and to make sure your job ad gets broadly distributed.

3. **Recruiting Strategy**

Please outline how the search committee has actively sourced candidates by creating a search plan and searching actively through personal nominations and outreach.

**The Provost's [guide on searching actively](#) provides important practical steps including the NYU Faculty First Look scholars, who can be found via the [FFL dashboard](#). Via the provost's office, we have access to the [Partnership for Faculty Diversity data](#) that includes recipients of diversity postdocs from a wide number of institutions and fields.*

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4. Pool Sufficiency

Please provide pool sufficiency data to your divisional dean, Susan Antón, and Melinda Starmer, including the following information:

- Disciplinary demographic statistics;
- Summary demographic data for the applicant pool from Interfolio;
- The recruitment strategy followed by the search committee;
- The rubric used to evaluate applications; and
- A copy of the previously completed candidate sourcing list.

5. Departmental Search Decision Process

Please include information on the process by which search decisions are made in your department or program.

6. Long List Review

Provide the names of the long-listed applicants and their CVs.

**Please note that approval of the search committee's long list is required in advance of any interviews or meetings with candidates, regardless if they are held by phone, zoom, or in person.*