

**YALE UNIVERSITY**  
**Faculty of Arts and Sciences and Professional Schools**  
*(except School of Medicine)*  
**Faculty Search Questionnaire**

**Instructions**

1. Upon approval to conduct a ladder or ladder equivalent faculty search, the search committee and department chair or dean should familiarize themselves with this form, especially Section A “Outreach Plan” as well as materials on [Search Best Practices](#). We strongly encourage the search committee chair and/or search committee diversity representative to attend a Best Practices/Implicit Bias briefing session immediately after receiving approval to start a faculty search. FAS search committees can contact the Office of the FAS Dean (fas.dean@yale.edu). All other schools can contact the Office of the Provost (faculty.dev@yale.edu)
2. This form should be completed as soon as one or more final candidates have been selected.
3. Upload this completed form and all supporting materials as a single pdf document to your department’s FSQ folder on the [Provost’s Office SharePoint site](#).
4. *Final candidate(s) can be contacted only after the outcome of the search has been approved by the Office for Equal Opportunity Programs (OEOP) Reviewer and the Office of the Provost.*

**Date**

**School**

**Department** (if applicable)

**Dean**

**Slot #** (if a requirement of the School)

**Final Candidate(s) Rank/Title**

**Department Chair** (if applicable)

**If untenured, length of term**

**If Targeted Appointment, include documentation of school approval and rationale.**

Tenured

Untenured

**Interfolio Position ID:**

**Targeted Appointment?**  Yes  No

**Proposed start date of candidate:**

**Position Advertisement** (copy and paste the approved, final wording of the job ad below)

**Short List and Proposed Selected Candidate(s):** In this section, it is only necessary to enter the names of the applicants on the Short List. The demographics (Race/Ethnicity, Gender, Country of Citizenship and Country of Permanent Residence) will be entered by the Provost's Office. Please place an asterisk (\*) by the name(s) of the proposed candidate(s) to whom the school would like to extend the initial offer(s) of appointment.

<b>Name(s)</b>	<b>Race/Ethnicity</b>	<b>Gender</b>	<b>Country of Citizenship</b>	<b>Country of Permanent Residence</b>

**Search Committee Composition:**

Search Chair:

Diversity Representative:

Other Members:

**Contact person for information regarding this search:**

Name:

Phone:

E-mail:

**Approvals:**

EEO Reviewer:

**Date:**

Comments:

Approved – School Dean or designee  
(For all appointments)

Approved – Deputy Provost for Faculty Development or designee (For  
all ladder track appointments)

**Date:**

**Date:**

## A. Outreach Plan

1) Advertisements in journals, organizations, websites, social media. Please attach pdf documentation of each ad with sources and dates.

2) Consult relevant publication lists and databases. Please list sources consulted.

3) Consultations with University faculty members at Yale and elsewhere. List letters, calls, emails sent to colleagues, including dates.

**Note:** It is not necessary to attach copies of correspondence. For guidance, it is recommended that search chairs and/or diversity representatives attend a Best Practices session. For FAS searches contact the dean's office ([fas.dean@yale.edu](mailto:fas.dean@yale.edu)). All other schools contact the Office of the Provost | Faculty Development and Diversity ([faculty.dev@yale.edu](mailto:faculty.dev@yale.edu)).

## B. Short List and Proposed Candidates

1. Please list the top four short listed candidates in order of preference. Indicate whether the candidate qualifies for an offer in the event that the higher ranked candidate declines offer.
2. Be sure to evaluate each candidate on the basis of the advertised position rather than in comparison to other candidates. Note the qualifications of each final candidate compared with the advertised position, highlighting those factors that make the final candidate particularly well or less well suited for the position. If a short-listed candidate has withdrawn from consideration, note the reason provided by the final candidate for the withdrawal.
3. Please attach a full curriculum vitae (CV), double-sided, and three (3) letters of recommendation for each final candidate, even if the final candidate has withdrawn from consideration.
4. Please place an asterisk (\*) by the names of short-listed candidates who have been interviewed.

**B. Short List and Proposed Candidates (continued)**

Name:

Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FIRST.

**Qualifies for an offer in the event that the higher ranked candidate declines offer?**     Yes  No

Name:

Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked SECOND.

**Qualifies for an offer in the event that the higher ranked candidate declines offer?**     Yes  No

Name:

Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked THIRD.

**Qualifies for an offer in the event that the higher ranked candidate declines offer?**     Yes  No

Name:

Describe how this final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FOURTH.

### C. Applicant/Nominee Equal Employment Opportunity (EEO) Report

Please provide data on the applicant/nominee pool considered for this position, whether or not the individuals are final and proposed candidates. The race/ethnicity and gender composition of the applicant/nominee pool is required under applicable laws and regulations of the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) and the U.S. Equal Employment Opportunity Commission (EEOC).

Please include a pdf of the EEO report at the end of the FSQ pdf. The EEO report is available using Interfolio, or any other system that can provide a similar report. To request the Interfolio report, send email to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu) with the subject line of "EEO Report."

EEO report attached from: (select an option below)

- Interfolio
- Math Jobs Online
- Headhunter Online
- Academic Jobs Online
- Other

Revised Federal Race / Ethnicity Categories (for reference purposes only)

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**D. Brief Statement from the FAS or Professional School Search Committee Diversity Representative**

Please write a brief statement of the ways you and the search committee addressed the issue of diversity in the search. Include any special efforts to expand the candidate pool in the interests of diversity. If your proposed candidate(s) do not include women or under-represented minorities, please provide specific reasons for their exclusion.

**E. Did the diversity representative or any other search committee member attend a Best Practices/Implicit Bias briefing session offered by the Office of the Provost or the FAS Dean's Office? If not, indicate why.**

- Yes
- No