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

Faculty Search Questionnaire Instructions

1. Upon receiving final approval to conduct a ladder or ladder equivalent faculty search, the search committee and department/program chair or dean should familiarize themselves with this form, especially Section A "Outreach Plan." The chair or dean should then schedule the search committee to participate in a Faculty Search Best Practices workshop. FAS search committees should contact fas.dean@yale.edu and Professional Schools search committees should contact faculty.dev@yale.edu.
2. This form should be completed as soon as one or more final candidates have been selected.
3. Once complete, upload this completed form and all supporting materials as a single PDF to your school or 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 of Institutional Equity and Access (OIEA) Reviewer and the Office of the Provost.*

Date:	School:
If FAS, Department / Program:	Department/Program Chair (if applicable)
Proposed Rank / Title of Candidate(s):	

Is this a Tenured Appointment? ☐Yes ☐No	Is this a Targeted Appointment? ☐Yes ☐No If a Targeted Appointment, attach documentation of School approval and rationale to the end of this form.
Interfolio position name(s):	Interfolio Position ID(s): List all position IDs related to this search. Note: This is NOT the Interfolio EEO ID number or the Interfolio Weblink/Application ID number.

Proposed start date of candidate:	
Name of approver of long list (Dean or designee):	Date long list approved:
Name of approver of short list (Dean or designee):	Date short list approved:

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Rev. January 29, 2021

Short List and Proposed Selected Candidate(s): In this section, it is only necessary to enter the names of the candidates on the Short List. Please place an asterisk (*) by the name(s) of the proposed candidate(s) to whom the School or department/program would like to extend an initial offer(s) of appointment.

First name	Last name

Search Committee Composition:

Chair:		
Diversity Representative:		
Search Committee Members:		
Contact person for information regarding this search:		
Name:	Phone:	E-mail:

Approvals:

School Dean or Designee Approval:

Office of Institutional Equity and Access Approval:

Provostial Approval:

A.   Outreach Detail:

1. Attach the search ad(s), as a PDF, and a list of outlets with the dates when the search ads were placed (i.e. journals, organizations, websites, and social media.) to this document.
2. You are expected to consult with deans, chairs, and associations in the field for which you are hiring and with faculty members (not members of this search committee) at Yale University and elsewhere about the position.
3. Complete the table below to list details from consultations with contacts (in item 2 above).
    Note: It is not necessary to attach copies of correspondence.

Name of Person Consulted with	Institution	Method of Consultation	Date Consulted

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Rev. January 29, 2021

B. **Short List and Proposed Candidates**

On the pages, below:

1. List the top five short-listed candidates in order of preference. Indicate whether the candidate qualifies for an offer if the higher ranked candidate declines.
2. Evaluate each candidate based on 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. Attach a full curriculum vitae (CV) and three letters of recommendation for each final candidate even if the final candidate has withdrawn from consideration. For FAS appointments to a tenured position, include all referee letters submitted to the Tenure and Appointments Committee (TAC).
4. Indicate whether the short-listed candidate(s) have been interviewed.
5. Indicate if the department/program was approved to extend multiple simultaneous offers, and if yes, attach supporting documentation, for all candidates to whom offers are being made to the end of this form.

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Short List Candidate Detail:

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

Was this candidate interviewed?	☐ Yes	☐ No

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Rev. January 29, 2021

Candidate Name:

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

Does the candidate qualify for an offer in the event that the higher ranked candidate declines offer?
◯ Yes ◯ No

Was this candidate interviewed?	☐ Yes ☐ No

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Rev. January 29, 2021

Candidate Name:

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

Does the candidate qualify for an offer in the event that the higher ranked candidate declines offer?
◯ Yes ◯ No

Was this candidate interviewed?	☐ Yes	☐ No

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Rev. January 29, 2021

Candidate Name:

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

Does the candidate qualify for an offer in the event that the higher ranked candidate declines offer?
◯ Yes ◯ No

| Was this candidate interviewed? | ☐ Yes | ☐ No |

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Rev. January 29, 2021

Candidate Name:

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

Does the candidate qualify for an offer in the event that the higher ranked candidate declines offer?
◯ Yes ◯ No

Was this candidate interviewed?	☐ Yes ☐ No

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Rev. January 29, 2021

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

1. 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).

2. Include a PDF of the EEO report at the end of the FSQ. The EEO report can be obtained by sending a request to faculty.admin@yale.edu with the subject line of "EEO Report, and including the Interfolio position ID number(s), and position title in the body of the email.". FAS: if another search platform is used other than Interfolio, the EEO report can be obtained by sending a request to faculty.dev@yale.edu with the subject line of "EEO Report" and including the name of the search platform used, the Interfolio position ID number(s), and position title in the body of the email.

3. EEO report attached from: (select an option below)

   ○ Interfolio
   ○ Math Jobs Online
   ○ Headhunter Online
   ○ Academic Jobs Online
   ○ American Economic Association JOE
   ○ Other

   Please specify: _____

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

Write a brief statement of the ways you and the search committee utilized best diversity practices in this 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 absence.

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E. Workshop Participation

Did the diversity representative or any other search committee members attend a Best Practices for Faculty Search workshop offered by the Office of the Provost or the FAS Dean's Office?

If yes, on what date and with whom?

Date:	
Workshop Facilitator:	

List the names of Search Committee Members who participated in the session:

If no, indicate why?

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