

**POMONA COLLEGE**

Faculty Search Report

Part II

This report is to be submitted to the Dean of the College and the Diversity Officer at the conclusion of the screening process *prior* to inviting candidates for on-campus visits. It is to be accompanied by the dossiers of the top ten candidates. The Dean and the Diversity Officer will need **three or four days** to review the report and the dossiers. The department representative(s) will then meet with the Dean and the Diversity Officer. The short list of three candidates may be determined either at this meeting or in consultation with other department members later. *After* the short list of three candidates is approved in writing by the Dean and the Diversity Officer, candidates may be invited for campus interviews. See “Faculty Recruiting Procedures” for important details regarding campus visits.

Please fill out this form and email it, from the department chair’s email account, to the Dean’s office [katherine\\_hagedorn@pomona.edu](mailto:katherine_hagedorn@pomona.edu) as an attachment. Please *bring* copies of the dossiers of the top ten candidates to the Dean’s Office.

Department:  
Position:

Date of this report:

1. **Number of applications received** (information from the returned diversity postcards should be summarized in the table below. Please contact Human Resources Department at ext. 18175 to obtain the diversity data information):

Total number of completed applications:

Total number of returned postcards:

	Male	Female	Total
Asian/Asian American			
Black/African American			
Latina/o			
Native American			
Non-Hispanic White/Other			
TOTALS			

2. Please describe for us the kinds of efforts you made to create a diverse applicant pool. Can you assess which efforts, if any, made a difference? Do you feel that the pool is adequately diverse?

3. List **the top 10 candidates**, by rank. For each candidate list his/her name, degree(s) with granting institution(s) and dates, present position, years of prior experience, and reasons for his/her rank within the list. A copy of the dossiers of these candidates, including application letter, curriculum vitae, a transcript and three letters of reference, must be brought to the Dean’s Office.

4. Candidates Authorized for Campus Visits (this section will be completed by the Dean’s Office *after* receipt of this report and meeting with the department representative):

- 1.
- 2.
- 3.

Signature (Department Chair):

Date:

Signature (Diversity Officer):

Date:

Signature (Dean of the College):

Date: