

POMONA COLLEGE
Faculty Search Report Part II
2019-2020 Revision

This report is to be submitted to the Dean of the College and the Associate Dean/Diversity Officer at the conclusion of the screening process **prior to inviting candidates for on-campus visits**. The dean and the diversity officer should be given access to all files via academicjobsonline.org at this point. The office will need **four to five business days** to review the report and the dossiers. The department representative(s) will meet with the Dean and the Diversity Officer to discuss the long list.

At the time that SR II is submitted, the chair or academic coordinator should also schedule meetings for each of the Top 3 candidates (even though their names will not yet be known) with the Dean and the President, given that both of their schedules tend to be impacted far in advance.

After this meeting, the department representatives will take back to the department a summary of the discussion so that the department can construct a recommended short list of three candidates. This short list should be sent via e-mail to the Dean and Diversity Officer, who must approve it in writing before candidates can 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 Diversity Officer at tony_boston@pomona.edu and to Stacie.Takase@pomona.edu as an attachment.

Department:
Date of this report:
Position:

1. **Number of applications received** - information from academicjobsonline.org will provide you with demographic information including gender, race and ethnicity.
2. Please describe for us the kinds of efforts you made to create a diverse applicant pool. How do these differ from the efforts you laid out in Search Report I?

Please also attach the revised "Graduate Program Outreach Worksheet" with this report. This should be the second and final version of this worksheet (the first version should have been submitted with Search Report I).

3. List **the top 10 candidates**. *You need not rank them (1-10) at this point.* For each candidate list his/her name, degree(s) with granting institution(s) and dates, present position, years of prior experience, and **reasons for inclusion in the list (based on the screening process "The Matrix" laid out in Search Report I)**. Please make the documents for these candidates available to us through academicjobsonline.org or through a sakai website.

Signature (Department Chair):
Signature (Diversity Officer):
Signature (Dean of the College):

Date:
Date:
Date: