**Search Status Report**

**For <school name>, <position> Search**

**Prepared on <date>**

1. List of committee members:
* Member 1
* Member 2
* Member 3
* Member 4
1. Where the position was advertised (examples are listed below):
* The Chronicle of Higher Education (with diversity boost)
* AMA (American Marketing Association) Academic Placement Board (with diversity boost)
* Higher Ed Jobs (with Diversity and Inclusion upgrade)
* Texas Tech university National Registry of diverse and Strategic faculty
* ELMAR
* Higher Education Recruitment Consortium (HERC)
* The PhD Project
* DEI listserv of Washington State community and technical colleges
1. How the search plan was followed:
2. We received <#> applications prior to our review of the applications. (Note: The affirmative action information data reported on the pool of candidates is based on <#> candidates). As of today, we have <#> applications on Interfolio for this position.
3. The committee reviewed data from multiple sources on gender, race and ethnicity of <specialty> faculty and college faculty in general. Table 1 shows information on race and ethnicity for college faculty obtained from the <Example: National Center for Education Statistics> (URL address) provided are for <professorial title>, as this is the focus of our search. Table 2 shows information on race and ethnicity for business school faculty obtained from <survey title and year> Compensation & Demographics Survey.

(Example of data collected)

Table 1. Data on <position title> in colleges

|  |  |  |
| --- | --- | --- |
| *Ethnicity* | *Gender* | *Percentage* |
| American Indian or Alaskan Native | Female | <1% |
|  | Male | <1% |
| Asian or Pacific Islander | Female | 5.8% |
|  | Male | 6.1% |
| Black or African American | Female | 4% |
|  | Male | 2.4% |
| Hispanic/Latino | Female | 2.6% |
|  | Male | 2.3% |
| White, Non-Hispanic | Female | 34% |
|  | Male | 29.6% |
| Two or more races; Race/Ethnicity unknown; Non-resident alien | Female | 5.7% |
|  | Male | 7.2% |

(Name sources of survey data and years of data)

 (Example of data collected)

Table 2. Data on < in <type of school>

|  |  |  |
| --- | --- | --- |
| *Ethnicity* | *Gender* | *Percentage* |
| American Indian or Alaskan Native | Female | 0.1% |
|  | Male | 0.3% |
| Asian or Pacific Islander | Female | 6.4% |
|  | Male | 12.1% |
| Black or African American, Non-Hispanic | Female | 1.6% |
|  | Male | 2.4% |
| Hispanic/Latino | Female | 1% |
|  | Male | 2% |
| White, Non-Hispanic | Female | 20.6% |
|  | Male | 44.4% |
| Race/Ethnicity unknown | Female | 3.1% |
|  | Male | 5.9% |

(Name sources of survey data and years of data)

* We compared figures from the above sources to the Action Information Report (table 3). It is the committee’s opinion that the pool received was diverse, and that we did not need to do any additional recruiting. The percentage of females in our pool was relatively higher which is generally representative of the discipline. The percentage of Asian applicants in the pool is relatively larger too, which is again broadly representative of the demographic trends in the field of Marketing. During interviews, we also learnt that some applicants of Asian descent found our location attractive for travel to Asia. We also made every effort to recruit applicants from multiple sources as outlined previously in this report.

(Example of the data collected)

Table 3. Data on applicants for the focal position

|  |  |  |
| --- | --- | --- |
| *Ethnicity* | *Gender* | *Percentage* |
| American Indian or Alaskan Native |  | 0% |
| Asian |  | 61% |
| Black or African American |  | 1% |
| Hispanic/Latino |  | 4% |
| White |  | 33% |
|  | Male  | 51% |
|  | Female | 47% |
|  | Others/Don’t wish to answer | 2% |

(Name sources of survey data and years of data)

1. Application Review Process:
2. On <date>, the search committee met and discussed each candidate’s merit for a campus visit. We reviewed the ratings, discussed the pros and cons of each candidate and arrived at a final pool of <#> candidates (and if needed, identified an alternate pool of 3 additional candidates for campus visits). (Give rationale for the number of candidates and if needed, alternate pool of candidates).
3. Reason for invitation for candidate interviews:

1. Timeline for remainder of search
* Obtain approval from the Dean and Vice Chancellor to invite the selected candidates for campus visits.
* Once the approval is obtained, campus visits will be scheduled for (timeframe).
* Potential Dates for Campus Visits:
* Early to mid-<month>: Search committee completes additional reference and background checks and meets to finalize recommendations to <school name> faculty.
* The search committee hopes to be able to present its recommendation to the <school name> faculty at the scheduled faculty meeting in <month>. If we are not able to do so, we would request a special faculty meeting for this purpose.

9. Hire of <position title>.

**Rationale for inviting <#> finalists**

**Justification for individual decisions on every interviewed candidate**

Final <#> candidates for campus visits:

* Candidate Name -
* Candidate Name -
* Candidate Name -
* Candidate Name -

 <#> Back-up candidates if needed:

* Candidate Name -
* Candidate Name -