

# BOSTON COLLEGE

## RECRUITMENT SUMMARY AND ANALYSIS FOR A PROPOSED FACULTY APPOINTMENT FORM 3

**Instructions:** This summary and analysis, along with the Faculty Candidate Tally Sheet (Form 2), should be submitted to the Office for Institutional Diversity and to the Provost's Office as soon as the search has concluded. Retain one copy for your records.

Department: \_\_\_\_\_ Title/Rank: \_\_\_\_\_

Area of Specialization: \_\_\_\_\_

**Summary of Recruitment Results:** Identify recruitment and advertising sources used and the number of applicants produced by each. *Applicants* are defined as **all** those who have shown an interest in this specific opening.

Recruitment Sources	Racial Ethnic Categories (By Sex)										Total
	White		Black		Hispanic		Asian		American Indian		
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
1.											
2.											
3.											
4.											
5.											

**Screening Results:** Please indicate below the number of candidates (applicants whose qualifications merited and received further consideration and the number of finalists, those invited for on-campus interviews).

	Distribution of Candidates and Finalists										
	White		Black		Hispanic		Asian		American Indian		Total
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
Candidates											
Finalists											

**Note: If minorities and women are underutilized (refer to Form 1) as faculty in your department, attach the specific reasons for not interviewing candidates from the underrepresented groups.**

Name(s) of person or persons responsible for recruitment and maintenance of records: \_\_\_\_\_

Name of Appointee: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Rank: Professor  Associate  Assistant  Other \_\_\_\_\_

Tenure Status:  Tenured  Tenure-Track  Non-Tenure Track  Other \_\_\_\_\_

Please Indicate:  Female  Full-time  W\*  B\*  H\*  
 Male  Part-time  A\*  AI\*

Effective Date of Appointment: \_\_\_\_\_ Contract Duration: \_\_\_\_\_ (No. of Months) \_\_\_\_\_

Source from which appointee was recruited: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Note: W = White (Non-Hispanic), B = Black (Non-Hispanic), H = Hispanic, A = Asian/Pacific Islander, and AI = American Indian/Alaskan Native.

## Reasons for Rejection

### **CANDIDATE'S CHOICE**

- A-1 Would not relocate.
- A-2 Accepted another job position.
- A-3 Offered the position but declined.
- A-4 Asked not to be considered.
- A-5 Accepted another position within the University.
- A-6 Not available for interview.
- A-7 No job opportunity for spouse.
- A-8 Candidate requires a higher salary than authorized.
- A-9 Not available for full-time employment at the start of the project period or semester.
- A-10 Failed to submit transcript/letters of recommendation required.
- A-11 Failed to respond to requests for additional information.
- A-12 Recommendations (or slides or publications) not submitted in time.
- A-13 Advertised position was at the junior level; this candidate was unavailable for a job except at the senior level
- A-14 Other (Specify)

### **DEGREE**

- B-1 Did not possess academic qualifications advertised.
- B-2 Did not possess a terminal degree.
- B-3 Not making satisfactory and timely progress toward a terminal degree.
- B-4 Degree in a field not compatible with the needs for the department as advertised.
- B-5 Dissertation not completed and insufficient evidence that it will be by the end of the year.
- B-6 Degree granting institutions not as strong in the field as that of the candidate selected. (Strengths of degree granting institutions should be widely disparate if this reason is used. Please use this reason cautiously for female and minority candidates).
- B-7 Other (Specify)

### **TEACHING/SEMINAR**

- C-1 Area of specialization or interest overlaps significantly with those of current members of the department and hence does not fit with the needs of the department as advertised.
- C-2 Area of secondary competence not compatible with the needs of the department as advertised.
- C-3 Candidate's teaching or performing experience was not suitable for this position.
- C-4 Insufficient teaching experience or candidate selected had more teaching experience.

- C-5 Interview revealed that this candidate was not interested in the teaching assignment required by this position.
- C-6 Did not have sufficient technical competence in the primary area.
- C-7 Seminar/lecture failed to demonstrate scholarly substance.
- C-8 Seminar/lecture demonstrated a communication problem.
- C-9 Seminar/lecture demonstrated a language barrier.
- C-10 Other (Specify)

### **RESEARCH, SCHOLARSHIP AND PUBLICATION**

- D-1 Candidate acceptable but candidate selected has more and/or better publications
- D-2 Insufficient publication, composition or exhibition record.
- D-3 Creative artwork or musical composition judged inadequate by the research committee on the basis of submitted slides or tapes.
- D-4 Lack of demonstrated research skills.
- D-5 Research/publication not appropriate to position as advertised.
- D-6 Has done insufficient research or has not published adequately.
- D-7 Research does not support teaching assignment.
- D-8 other (Specify)

### **MISCELLANEOUS**

- E-1 History of difficult interpersonal relationships. (Use only in rare instances when a history truly exists and can be documented. Use cautiously, as racism and sexism are sometimes related to this difficulty).
- E-2 Potential conflict of interest with campus interests.
- E-3 Candidate well qualified for the position, but quality of teaching and research was higher in the candidate selected. This candidate would be considered for the position if the first choice declines. This reason should not be used as a "catch all". It should be used only for candidates on the short list or interview list; departments may be required to offer the position to such a candidate if list choice declines.
- E-4 Other (Specify)