

The Faculty of Arts and Sciences

**Form 2A: Initial Affirmative Action Recruitment Report**

Form 2A is the Longlist of proposed candidates for further review by the search committee and department/program. Review for the proposed Shortlist may not proceed until Form 2A has been approved.

* Faculty searches are to be conducted according to the guidelines listed in IDE’s [Faculty Recruitment and Selection: A Guide for Dartmouth College Faculty Searches](https://www.dartmouth.edu/ide/recruitment/facultyhiringguide2018.docx)
* Retain all search records for the recommended retention period listed on the

[Records Management’s website](https://www.dartmouth.edu/library/recmgmt/). If Dartmouth’s designated electronic faculty search system (currently Interfolio) is used, that system serves as the archive.

Date:

A&S Search Number: Interfolio Search Number: Position Description: Search Committee Chair:

**Longlist Process:**

1. The Search Committee establishes a Longlist of 12-20 candidates from whom Shortlist will be selected.
2. The Longlist candidates should designated "Longlist" in the Status field in Interfolio**.** Check the boxes next to the names of the Longlist candidates, select Status icon above list of names, then select Longlist in the drop-down menu to apply the status code to all checked candidates
3. The Search Chair emails the A&S Senior Advisor at AS.Hiring@Dartmouth.edu with this form to schedule a review meeting. In consultation with the Associate Dean, additional justifications or other steps may be requested.
4. A&S Senior Advisor notifies the Office of Institutional Diversity and Equity (IDE) at IDE.Hiring@Dartmouth.edu that the Longlist is ready for review. In consultation with the A&S Senior Advisor and Associate Dean, additional justifications or other steps may be requested.
5. The Search Chair will receive an email with approval to proceed with the next steps of candidate review.

**Longlist Justification:**

Please describe below the process used to select the Longlist, including the criteria used. List **in alphabetical order** the names of each proposed candidate and include a brief justification for their selection.