

The Faculty of Arts and Sciences

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

Form 2B is the Shortlist proposed candidates for campus interviews. Candidates cannot be invited to campus until an approved Form 2 is received by the department/program from the Associate Dean’s Office (via email).

* 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:

# Shortlist Process:

1. The Search Committee and department/program establishes a Shortlist of 3-5 candidates to be interviewed as finalists. Note that the Dean of Faculty will normally only pay travel for 3 candidates.
2. The Shortlist candidates should be designated "Shortlist" in the Status field in Interfolio**.**
3. The Search Chair emails this form to the A&S Senior Advisor at [AS.Hiring@Dartmouth.edu](mailto:AS.Hiring@Dartmouth.edu) to schedule a review [meeting. In](mailto:IDE.hiring@Dartmouth.edu) 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](mailto:IDE.Hiring@Dartmouth.edu%20%20%20) that the Shortlist 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 Associate Dean, in consultation with IDE and the A&S Senior Advisor, may require additional justifications and/or additional recruitment.
6. The Associate Dean will authorize the Search Chair to begin scheduling interviews.

# Shortlist Justification:

Please describe below the process used to select the Shortlist, including the criteria used. List **in alphabetical order** the names of each proposed candidate and include a brief justification for their selection. Please also provide an assessment of each candidate from the Longlist, why they were not selected, and whether they are considered eligible for further consideration should further recruitment be requested or required.

List in **alphabetical order** the candidates proposed for campus visit. When submitting this form, include the Cover Letter and CV of each candidate. Keep in mind that the Dean of Faculty will normally pay expenses for only three candidates.

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| --- | --- | --- | --- | --- |
| Name | Highest Degree | Present Position | Date added to Shortlist | Date Associate Dean authorized campus  interview |
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Form 2 will not be approved/signed by the Associate Dean(s) until disposition codes have been added in Interfolio.

**Approvals of Short List**

1. Search committee chair Date:
2. Dept/Program chair Date:
3. Dept/Program chair\* Date:
4. A&S Senior Advisor Date:
5. IDE EEO/AA officer Date:
6. Associate Dean Date:
7. Associate Dean\* Date:
8. Provost\*\* Date:

After the approvals are received, the Associate Dean’s office will forward copies to the Search Committee Chair, to the Office of Institutional Diversity & Equity (IDE), and to the Arts and Sciences Finance Center (ASFC) via email. The Associate Dean’s Office will retain the original copy of this Form.

\*For joint positions, both department/program chairs and respective Associate Deans must approve request.

\*\* For Clusters, the Provost must also approve the request.