

*Yale School of Medicine*  
*Office of Academic and Professional Development*  
*Phone: 203-785-4670; Email: faculty.affairs@yale.edu*

**Faculty Search Questionnaire**

As soon as a proposed final candidate has been selected AND before an offer – verbal or written – is made this questionnaire, and draft offer letter, must be emailed to the Office of Academic and Professional Development (faculty.affairs@yale.edu).

Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Dept (Section) \_\_\_\_\_

Faculty Rank \_\_\_\_\_ Track \_\_\_\_\_

If tenured/continuing appointment, effective date \_\_\_\_\_

If not tenured/continuing, term of appointment \_\_\_\_\_

Coterminous appointment    Yes            No            Coterminous with \_\_\_\_\_

Date of RFP approval \_\_\_\_\_ RFP Number \_\_\_\_\_

Interfolio Position ID#: \_\_\_\_\_

**Brief position description (sub-field, degree requirements): (Maximum characters – 520)**

<b>Name of Proposed Candidate</b>

**Search Committee Composition**

Search Chair \_\_\_\_\_

Other Member(s) \_\_\_\_\_

**Contact person for information regarding this search:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Approvals**

**Deputy Dean for Academic Affairs/Date** \_\_\_\_\_

**Deputy Provost/Date** \_\_\_\_\_

**OIEA Reviewer/Date** \_\_\_\_\_

**A. Documentation of Outreach Efforts**

List sources of advertisements (i.e., name and date of journal and other sources). Attach copies of each final ad, with source(s) and date(s). (Maximum characters – 1,150)

List to whom letters, emails, and announcements were sent (e.g., department chairs and professional organizations). Attach a copy of letter(s), email, and announcement. (Maximum characters - 1,240)

List individuals to whom phone calls were made, including dates of call. (Maximum characters – 1,230)

Other outreach efforts taken (provide documentation) (Maximum characters – 1,230)

**B. Final and Proposed Candidates**

1. List in order of preference, the top candidate(s) for this position, even if the department would not recommend appointment of any but its first-ranked proposed candidate(s). Rank all final candidates regardless whether or not they would accept or reject the position.
2. Be sure to evaluate each candidate on the basis of the advertised position rather than in comparison to other candidate(s). Note the qualifications of each final candidate compared with the advertised position, highlighting those factors that make the final candidate particularly well or less well suited for the position.
3. If multiple candidates were identified during the search process who are being considered for other positions within the department, list them among the final candidates and indicate that they are under consideration for other positions. If available, provide the RFP number of the other position.
4. If a final candidate has withdrawn from consideration, note the reason provided by the final candidate for the withdrawal.
5. Place an asterisk (\*) by the names of final candidates who have been interviewed.
6. Attach full curriculum vitae (CV), for each final candidate, even if the final candidate has withdrawn from consideration, and at least three letters of recommendation for the proposed candidate.

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**B. Final and Proposed Candidates (continued)**

Name \_\_\_\_\_

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FIRST. (Maximum characters - 1,300)

Name \_\_\_\_\_

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked SECOND. (Maximum characters – 1,300)

Name \_\_\_\_\_

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked THIRD. (Maximum characters – 1,300)

Name \_\_\_\_\_

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FOURTH. (Maximum characters – 1,300)

### **C. Applicant/Nominee Equal Employment Opportunity (EEO) Report**

The race/ethnicity and gender composition of the applicant/nominee pool is required under applicable laws and regulations of the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) and the U.S. Equal Employment Opportunity Commission (EEOC).

Please include a pdf of the EEO report. The EEO report is available through Interfolio. To request the report, please send an email to [faculty.admin@yale.edu](mailto:faculty.admin@yale.edu) with the subject line "EEO Report" and be sure to include the position #.

#### Federal Race / Ethnicity Categories (for reference purposes only)

**American Indian or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community attachment.

**Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** – A person having origins in any of the black racial groups of Africa.

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**D. Statement from the Search Committee**

Please prepare a statement of the ways you and the search committee addressed the issue of diversity in the search. List the special efforts made to attract women and members of under-represented minority group. \*\* This could include, but may not be limited to, the use of additional outreach and advertising sources. (Maximum characters – 1,350)

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(\*\*Special efforts extend beyond any written advertisement. Special efforts are proactive and positive steps taken by the search committee to generate a diverse applicant pool from which qualified candidates are interviewed and recruited for open faculty positions.)

**E. Consideration of Women and Minorities in the EEO Report**

**Give specific reasons for the exclusion from further consideration of any women or under-represented minority applicants. (Maximum characters – 1,400)**