**Procedure for Approval of Candidate Pools**

1. Department collects candidate information.

* Candidate acknowledgement letter is sent by department representative with a link to the COE self-reporting website:
	+ Letter: <http://adaa.engin.umich.edu/wp-content/uploads/sites/22/2020/09/CoE-Self-ID-Letter.pdf>
	+ Self-reporting site: <https://docs.google.com/a/umich.edu/forms/d/e/1FAIpQLSfqZj_3LT4SRFlDS_gdJZNLVtb2xU8xx-oqfDzYtTCqiYNAFg/viewform>
* Or candidate completes self-identification information via Interfolio application if department uses Interfolio for faculty recruiting.
* ADAA (Jennifer Piper) sends information to departments as collected via self-identification form or Interfolio reporting tool. Department completes candidate pool composition report, adding candidates to pool composition report that did not self-report.

2. Unit administrator prepares table with summary information from pool composition report.

 Summary of Candidate Pool

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COEDept. | Total # of Candidates  | # of Women Candidates | # of URM Candidates | # of Unknown Race/Gender  |
|  |  |  |  |  |

Short List of Candidates

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Sex | Race | COE Dept | Current Position | Current Institution |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Sex |   |
| Female | F |
| Male | M |
| Unknown | U |

|  |  |
| --- | --- |
| Race |   |
| White, Not of Hispanic Origin | 1 |
| Black/African-American | 2 |
| Hispanic/Latino | 3 |
| Asian/Pacific Islander | 4 |
| American Indian/Alaskan Native | 5 |
| Unknown | 6 |

Use codes:

3. Search committee provides brief narrative (1 page maximum) as to how the search was conducted and steps taken to ensure a diverse pool.

4. Table and narrative are submitted (document should be uploaded to the department folder on the shared drive) to ADAA and the Executive Committee for review. The Executive Committee meets once per week on Tuesday afternoons. Materials for Executive Committee meetings are due by noon on the Wednesday prior to the following Tuesday meeting, so please plan accordingly.

5. ADAA notifies department of approval or next steps.