**Procedure for Approval of Candidate Pools**

1. Department collects candidate information in spreadsheet

* Candidate acknowledgement letter is sent by unit administrator with a link to the COE self reporting website:
	+ Letter: <http://adaa.engin.umich.edu/wp-content/uploads/sites/22/2013/07/Candidate-acknow-ltr-14-15.pdf>
	+ Self reporting site: <https://docs.google.com/a/umich.edu/forms/d/1YwpeKtN7OOdTbOx5JvbQEvGZInGxyClYp4yDI2f2Qxk/viewform>
* Email follow up from chair with link to self reporting website
* ADAA (Jennifer Piper) sends information to departments as collected

2. Unit administrator prepares table with summary information from spreadsheet

 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 search was conducted and steps taken to ensure diverse pool.

4. Table and narrative are submitted to ADAA for review by a subcommittee of the Dean’s Advisory Committee on Faculty Diversity.

5. ADAA notifies department of approval or next steps.