**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/22/2013/07/Candidate-acknow-ltr-15-16.pdf>
	+ Self-reporting site: <https://docs.google.com/a/umich.edu/forms/d/1YwpeKtN7OOdTbOx5JvbQEvGZInGxyClYp4yDI2f2Qxk/viewform>
* ADAA (Jennifer Piper) sends information to departments as collected via pool composition report form.
* Department adds candidates to pool composition report that did not self-report.

2. Department prepares the tables below with summary information from the self-reported data.

 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. The search committee provides a brief narrative as to how the search was conducted, including the steps taken to ensure a diverse pool. The following points should be addressed in the narrative:

* Provide some evidence of active (or continuous) searching for candidates. What outreach was done?
* Are candidates completing the self-identification form on the ADAA website that will provide gender/ethnicity data? How are you asking them to do so?
* How does the candidate pool compare with the pool listed in the ADVANCE document shared with departments in terms of diversity? In other words, how much diversity could reasonably be expected in the pool?
* Please address any efforts made to encourage a diverse pool (e.g. advertisements in specific journals, Next Prof, contacts, phone calls, etc.).

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

5. The ADAA Office will notify departments of approval of the short list and/or next steps.