**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: <https://adaa.engin.umich.edu/wp-content/uploads/sites/22/2023/07/CoE-Self-ID-Letter-FY24.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 the 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.

1. Unit administrator prepares a table with summary information from the pool composition report.

Summary of Candidate Pool

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CoE Dept. | Total # of Candidates | # of Female Candidates | # of Unreported Gender | # of URM Candidates | # of Unreported  Race |
|  |  |  |  |  |  |

Short List of Candidates Choose Status

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Sex | Race | CoE Depts | Current Positions | Current Institutions | New |
|  |  |  |  |  |  | New |

If a department needs to amend their short list, add candidates to the beginning of the list and indicate ‘New’. Previously approved candidates should be indicated as ‘Approved’. Please also add in this column additional status information such as “interview pending”, “interviewed”, “offer pending EC approval”, “offer pending provost approval”, “offer outstanding”, “offer accepted”, etc., as appropriate. The amended list of candidates is then submitted to the ADAA for Executive Committee approval. See the following table for appropriate codes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use Codes: | Sex |  | Race |  |
|  | Female |  | White, Not of Hispanic Origin | 1 |
|  | Male |  | Black/African-American | 2 |
|  | Unknown |  | Hispanic/Latino | 3 |
|  |  |  | Asian/Pacific Islander | 4 |
|  |  |  | American Indian/Alaskan Native | 5 |
|  |  |  | Unreported | 6 |

1. Search committee provides a brief narrative (1 page maximum) as to what steps were taken to ensure a diverse pool, including any aspects of diversity beyond sex and race.
2. Search committee provides a brief narrative (1 page maximum) as to how the search was conducted.
3. Table and narrative are submitted (document should be uploaded to the department folder on the shared drive) to ADAA and the Executive Committee (EC) for review, detailed as follows.

* The first candidate slate submitted by a unit (that includes 2, 3, and 4 above) requires EC review and approval;
* Subsequent submissions of additional candidates by a unit are reviewed and approved by the ADAA and processed as they arrive, with a nominal turnaround time of 1-2 business days. Further review and approval by the EC may be needed if the submissions are deemed problematic. The additional candidates must be appended to the same table as instructed above under 2. With each new submission, the “status” of previously submitted/approved candidates should be updated as instructed above.

The Executive Committee currently meets once per week on Thursday mornings. Materials for Executive Committee meetings are due by noon on the Friday prior to the following Thursday, so please plan accordingly.

1. ADAA notifies the department of approval or next steps.