

Appendix G: Sample Committee Finalist Recommendation Report

Sample Search Committee Report
XXXXX Position
DATE
XXXXX, Chair
XXXXX, Equity Representative
List names of committee members

I. Search Summary

- A. Describe the search and summarize the committee's recommendation
- B. Outreach, advertising and search execution
 1. Strategy for cultivating your pool
 - i. Include description of creative or proactive pool? glu
 3. Department input
 - i. How did the committee gather input on your candidate pool from other faculty either within or outside of your department?
 - ii. At what stage in the search process was faculty input sought?
 4. Outcome of your committee deliberations
 - i. Include the overall, anonymized count of any committee or faculty vote
 - ii. May include summary of committee [evaluation forms](#) if used during your deliberations
- C. Candidate evaluation, materials, and recommendation
 1. List the items used to evaluate the candidates
 - i. Including but not limited to any job talk, student input, record of scholarship or creative work, teaching record, reference letters, etc.
 2. Candidate(s) 2. Candidate A sition, as

to their application and review (CV and cover letter, materials, etc.)

s relative to your top candidate(s) of choice
Include materials pertaining to their application and reference letters, evaluation materials, etc.)

advance the strategic goals of your program or

advance diversity and equity at Northwestern