

Yale University School of Medicine
Faculty Search Questionnaire

One copy of this questionnaire must be sent to the Office for Faculty Affairs (faculty.affairs@yale.edu) and one copy to the Office for Equal Opportunity Programs (Equalopportunity@yale.edu) as soon as a proposed final candidate has been selected, but before an offer – verbal or written – can be made. Please send this completed form as a Word document and all supporting materials as a separate, single pdf document.

Date _____
 Department Chair _____ Dept (Section) _____
 Faculty Rank _____ Track _____
 If tenured/continuing appointment, effective date _____
 If not tenured/continuing, term of appointment _____
 Coterminous appointment Yes _____ No _____ Coterminous with _____
 Date of RFP approval _____ Number on RFP _____

For clinical appointments, confirm Excluded Provider Status: (https://ymg.medonline.yale.edu/excl_per/)

Brief position description (sub-field, degree requirements):

Name of Proposed Candidate	Race/ Ethnicity ¹	Gender	Country of Citizenship	Country of Permanent Residence

Search Committee Composition

Search Chair _____ Diversity Representative _____

Other Member(s) _____

Contact person for information regarding this search:

Name _____ Phone _____ Email _____

Approvals

 Associate Dean for Faculty Affairs / Date Approved – Provost / Date

 EEO Reviewer/Date

¹ Revised race/ethnicity definitions used by the Federal government are on page 5.

A. Documentation of Outreach Efforts

List sources of advertisements (i.e., name and date of journal and other sources). Attach copies of each final ad, with source(s) and date(s).

List to whom letters, emails, and announcements were sent (e.g., department chairs and professional organizations). Attach a copy of letter(s), email, and announcement.

List individuals to whom phone calls were made, including dates of call.

Other outreach efforts taken (provide documentation)

B. Final and Proposed Candidates

1. List in order of preference the top candidate(s) for this position, even if the department would not recommend appointment of any but its first-ranked proposed candidate(s). Rank all final candidates regardless whether or not they would accept or reject the position.
2. Be sure to evaluate each candidate on the basis of the advertised position rather than in comparison to other candidate(s). Note the qualifications of each final candidate compared with the advertised position, highlighting those factors that make the final candidate particularly well or less well suited for the position.
3. If a final candidate has withdrawn from consideration, note the reason provided by the final candidate for the withdrawal.
4. Place an asterisk (*) by the names of final candidates who have been interviewed.
5. Attach full curriculum vitae (CV), double-sided, for each final candidate, even if the final candidate has withdrawn from consideration, and at least three letters of recommendation for the proposed candidate.

B. Final and Proposed Candidates (continued)

Name _____ Race/Ethnicity _____ Gender _____

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FIRST.

Name _____ Race/Ethnicity _____ Gender _____

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked SECOND.

Name _____

Race/Ethnicity _____

Gender _____

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked THIRD.

Name _____

Race/Ethnicity _____

Gender _____

Describe how final candidate's qualifications fit the requirements of the advertised position and why this individual is ranked FOURTH.

C. Applicant/Nominee Pool Data

Provide data on the applicant/nominee pool considered for this position, whether or not the individuals are final and proposed candidates. Please include data for all applicants and nominees, whether or not they have provided this information electronically or have completed and returned a pre-printed postcard. Use the Race/Ethnicity Unknown column as needed. In addition to race/gender information, please separately indicate applicants who identify as Non-U.S. citizens and military veterans. The race/ethnicity and gender composition of the applicant/nominee pool is required under applicable laws and regulations of the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) and the U.S. Equal Employment Opportunity Commission (EEOC).

Revised Federal Race / Ethnicity Categories

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural identification through tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

	American Indian or Native American	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	White	Two or more Races	Race/Ethnicity Unknown	How many self-identified with disabilities?	How many self-identified U.S. Military Veterans?	How many Non-U.S. citizens?
Men											
Women											
Gender Un-known											
Total											

D. Statement from the Search Committee Diversity Representative

Please prepare a statement of the ways you and the search committee addressed the issue of diversity in the search. List the special efforts made to attract women and members of under-represented minority group.** This could include, but may not be limited to, the use of additional outreach and advertising sources.

(**Special efforts extend beyond any written advertisement. Special efforts are proactive and positive steps taken by the search committee to generate a diverse applicant pool from which qualified candidates are interviewed and recruited for open faculty positions.)

E. Consideration of Women and Minorities in the Applicant/Nominee Pool Data Chart

Give specific reasons for the exclusion from further consideration of any women or under-represented minority applicants.