



Date: _____ **FPA#:** _____ **Department:** _____

The pool report should be submitted *before* the department begins scheduling interviews. The Diversity Representative may contact the Office of Institutional Equity and Diversity and the Office of BioMed Faculty Administration as a resource if they want to identify additional strategies on diversifying candidates in the pool. Once completed, this report should be sent to BMFASearches@brown.edu for approvals. You will be notified once the report has been approved.

Percentage of:

Female applicants in the applicant pool: _____ Minority applicants in the applicant pool: _____

Please provide the names of all of the candidates on your short list. For each candidate, provide a brief statement justifying their inclusion and their major qualifications for the position in the areas of both teaching and research:

Please provide the names of the top-ranked applicants who were not included on the short list. For each candidate, provide a brief statement justifying their exclusion (this group must be as long as the shortlist):

Has your department conducted any preliminary interviews for this position?

Yes

No

If yes, list the names of the faculty who conducted the preliminary reviews:

If yes, provide the names of all candidates interviewed and a brief explanation of why those candidates who did not make the short list were excluded:

Diversity Representative: Please comment on the composition of the applicant pool and on efforts that were made to attract under-represented minorities and women (if applicable):