



*Three Phases of Reviewing Applicant Materials
Step 2 of the DEI Development Program for Faculty Searches
Prepared by Peony Fhagen, PhD*

Provided here is a brief summary of the three phases of reviewing applicants and their materials.

Phase 1: Select applicants with minimum qualifications from general applicant pool.

Evaluate applicants using Sample Form C in the guidebook or other rubrics available. All candidates who meet the minimum qualifications should move to the long list.

Phase 2: Select long list of applicants who have the potential to qualify for the position from the minimum qualification pool of applicants.

Evaluate applicants using Sample Form F in the guidebook or other rubrics available. You can use a number or descriptor rating scale. Each member, or designated members of the search committee (at least 3), should submit their ratings to the chair to be recorded on an EXCEL spreadsheet (or directly to a shared spreadsheet) that everyone can view. Select applicants to move to the next round based on top total scores or ratings.

Phase 3: *Select a short list (10-15) of applicants to interview by phone/zoom from the long list of applicants.*

(Re)evaluate applicants using the rubric from Phase 2 or a revised, agreed upon, version. This time both the ratings are recorded on a spreadsheet along with comments about each applicant's strengths and concerns. Applicants can be selected in a number of ways at this point. What matters is the search committee agreeing on the selection strategy and sticking to it for all applicants. One way to do it is to sum the ratings for the top 4 or 5 criteria items and select the top scorers who also have more strengths mentioned in the comment section.