FORM D (Rev 10/13)

ROSTER OF APPLICANTS

DEPARTMENT:_____ **SEARCH NO:**_____

POSITION:_____

SEARCH CHAIR:_____**PHONE:**_____

DIRECTIONS:

- On the reverse side, list the names of ALL applicants. Please leave the grayed areas blank. They are for Human Resources use only.
- If an applicant is not being interviewed, select the reason code(s) from the ***Reason for Nonselection Codes***, below.

REASON FOR NONSELECTION CODES (TO BE USED ON REVERSE)

A-1 Candidate withddrew from consideration (e.g. candidate asked not to be considered, was not willing to relocate, had accepted another job, found limited/no job opportunities for spouse, requires a higher salary or higher level position than authorized, or would not be available by the position starting date).

A-2 Incomplete applicant file (e.g. candidate failed to submit transcript or required letters of recommendation or application materials were not submitted in time to be considered by the Search Committee, or the candidate failed to respond to request for additional information).

QUALIFICATIONS-DEGREE:

B-1 Candidate does not possess the degree specified in the position description.

B-2 Candidate is not making satisfactory and timely progress toward a terminal degree.

QUALIFICATIONS-TEACHING, TECHNICAL COMPETENCE, AND/OR EXPERIENCE:

C-1 Candidate lacked qualifications for the areas listed in the position description and as advertised.

C-2 Candidate did not have sufficient technical competence, teaching experience or performance experience in the primary area advertised or this experience was not suitable for the position.

C-3 Candidate does not meet the needs of the department unit (e.g. candidate's area of specialization overlaps significantly with those of current members of the unit/department or candidate's area of secondary competence is not compatible with departmental/unit needs as advertised.)

C-4 Candidate is not interested in the teaching component of the position.

QUALIFICATIONS-SCHOLARSHIP:

D-1 Candidate has insufficient publication/composition/exhibition record.

D-2 Candidate's research or portfolio was judged inadequate or inappropriate to position as advertised.

MISCELLANEOUS:

E-1 Candidate is well qualified for the position, but the quality of teaching, scholarship, and/or experience is higher in other candidates.

E-2 Candidate's references are weak/unfavorable or questioned the suitability of the candidate.

ACADEMIC ADMINISTRATORS: (USE ANY OF THE PRECEDING CODES THAT ARE APPROPRIATE AND/OR THE FOLLOWING):

F-1 Candidate has insufficient administrative experience.

F-2 Candidate does not have a demonstrated record of obtaining external funding, and this was a criterion specified in the position description as advertised.

F-3 Candidate's service contributions are insufficient (e.g. candidate lacks sufficient participation in national or state professional organizations and/or university committees.

ROSTER OF APPLICANTS

CANDIDATES NOT BEING INTERVIEWED:

Confidential: Affirmative Action Use Only

Applicant name	REASON CODE	Gender		Ethnicity								Veteran Status
(last name first)	(See Reverse side)	M	F	H	W	B	P/I	A	B	A/I	2+	

APPLICANTS BEING INTERVIEWED

Confidential: Affirmative Action Use Only

Applicant name	Gender		Ethnicity							Veteran Status
(last name first)	M	F	H	W	B	P/I	A	A/I	2+	

ETHNICITY KEY

H: Hispanic or Latino

W: White (non-Hispanic)

B: Black or African American (non-Hispanic)

P/I: Pacific Islander or Nataive Hawaiian (non-Hispanic)

A: Asian (non-Hispanic)

A/I: American Indian of Alaska Native (non-Hispanic)

2+: (non-Hispanic)

SOURCE (where you saw this position advertised)**:**

___Personal Contact ___Chronicle of Higher Ed ____Duluth News Tribune ____Daily Telegram ____HigherEdJobs.com

____ UW-Superior Website ____Professional or other journal/website (Please identify specific source)_____

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cc: Human Resources (Original: Affirmative Action Officer)