

UNIVERSITY OF CHICAGO  
OFFICE OF THE PROVOST  
5801 South Ellis Avenue  
Chicago • Illinois 60637

SEARCH NARRATIVE

Academic Career Opportunities Requisition #

Candidate Selected: Double-click or hit tab key to enter answer.

Please provide answers to all the questions below.

If you are requesting a modified search process, please provide a detailed explanation of the reason for the request and justification for chosen candidate.

Double-click or hit tab key to enter answer.

Search Process ←

The "Search Process" section documents all outreach efforts "beyond advertising" that were made to develop the applicant pool.

- 1) Excluding the advertising that you have documented elsewhere, describe all the efforts you made to encourage people to apply for this particular position, and to acquire a largest possible applicant pool. Include personal contacts, notices sent to other universities, etc.

Answers to this question must not include any mentions of "advertising that you have documented elsewhere," but should document all "outreach beyond advertising": viz., 1) a list of the names of individuals contacted (and who contacted them) and their insitutional affiliations to suggest potential candidates and 2) a list of the names of all potential candidates (and who contacted them) who were personally contacted by UChicago faculty members or their delegates. All "advertising that you have documented elsewhere" (i.e., advertisements, mass mailings, email requests, listserv postings) must not be listed here, but instead must accompany the CLO package and the appointment recommendation.

For example:

The Chair of the Search Committee discussed the opportunity with the following thought leaders in the field:

Isaac Benfield, Chair, Department of XYZ, at Harvard University  
Jill Pomery, Director, NIH  
etc.

These calls yielded the following names:

Leesa Sparrow, Peer University  
Timothy Swan, Almost a Peer University  
Jim Finch, Not a Peer University  
Abigail Starling, More than a Peer University  
etc.

Dr. XYZ, the chair of the Search Committee, personally contacted Drs. Sparrow, Swan, etc.

After repeated calls by Dr. XYZ to the potential candidates listed above, Dr. Sparrow expressed no interest in pursuing this opportunity, but Dr. Starling requested further information about how to

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submit an application. Drs. Finch and Swan were difficult to contact, but after multiple attempts to call, both expressed great interest in the opportunity.

Throughout the past two years in visits to academic conferences and other universities, our faculty members met with the following potential candidates, all of whom were recently phoned by the chair of the Search Committee, to elicit their interest in applying for this opportunity:

List names here.

- 2) In addition to the efforts described above, what steps were taken to try to increase the number of applicants who are women or members of underrepresented minority groups?

Answers to this question must not include any mentions of "advertising that you have documented elsewhere," but should document all "outreach beyond advertising": viz., 1) a list of the names of individuals contacted (and who contacted them) and their insitutional affiliations to suggest potential candidates who are women and/or members of underrepresented minority groups and 2) a list of the names of all female and/or underrepresented minrity potential candidates (and who contacted them) who were personally contacted by UChicago faculty members or their delegates. You will likely repeat some names already listed in the response to question 1) above; it is always acceptable to repeat when the repetition responds to a specific question. All "advertising that you have documented elsewhere" (i.e., advertisements, mass mailings, email requests, listserv postings" must not be listed here, but must accompany the CLO package and the appointment recommendation.

Selection Process

The "Selection Process" section documents how applicants were reviewed and ranked.

- 3) List the criteria used in narrowing the pool to a short list.

Answers to this question must not reiterate the application criteria, because the application criteria are used to determine merely who is or is not an applicant. Rather, answers to this question should set forth the criteria beyond the mere application criteria; these are the criteria that were "developed in advance" of evaluating the applicant pool and used to narrow the applicant pool to a short list of applicants and to rank short-listed applicants against each other.

- 3a) Did your search committee use an applicant evaluation grid to narrow the pool?  
 Yes  No

- 3b) Supply the date on which the short list was finalized.    /    /  
If there was no short list, leave blank, and answer 4a).

- 4) Explain why the person proposed for appointment is the best qualified applicant.

Answers to this question will vary depending on the short-listed applicants and the criteria used to evaluate them against each other. Ordinarily, we expect to see an application of the criteria, a comparison between and among short-listed applicants, and the reason why the selected applicant is considered the best qualified based on the criteria.

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- 4a) On what date was the decision made to recommend this selected person to the next level for further review or endorsement?   /   /
- 4b) What is the name of the person who provided this date?

Double-click or hit tab key to enter answer.

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**Search Committee Information**

Search Committee Member: Double-click or hit tab key to enter answer.  
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Search Committee Member: Double-click or hit tab key to enter answer.  
Search Committee Member: Double-click or hit tab key to enter answer.

Department Comments: Double-click or hit tab key to enter answer.

**Faculty Votes (if taken)**

For: Double-click or hit tab key to enter answer.  
Against: Double-click or hit tab key to enter answer.  
Abstain: Double-click or hit tab key to enter answer.  
# Elig. to Vote: Double-click or hit tab key to enter answer.

**Note to administrators:**

After completing this form, kindly print and ask the responsible member of the faculty to initial and date the document in ink. Include an initialed copy in the case going to the Provost's Office.

Name of faculty member who reviewed the narrative: Double-click or hit tab key to enter answer.

Initial: \_\_\_\_\_

Date: \_\_\_\_\_