**1st Round Interview Request Form**

**Department**  **Date**

**Position Title** **Position Number:**

**Search Chair**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone No**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Title/Rank:** [ ] Professor [ ] Associate [ ] Assistant [ ] Sr. Lecturer [ ] Lecturer [ ] Other If other, please specify

**INSTRUCTIONS:**

1. Interviews may begin when the short list has been approved by the Provost and reviewed by EOS.
2. Update **PeopleAdmin** – Candidates that make the “Short List” for Phone, Skype, or Airport/Conference Interview should have status of “Short List”.
3. Please provide 2-3 sentence rationale for selecting each of the short-list of candidates for phone, Skype, or Airport/Conference interviews.
4. Department Chair or Designee should run **PeopleAdmin** EEO report and submit with this form.

**AUTHORIZATION:**

Provost Approval Date

EOS Review Date

|  |
| --- |
| **---------------------To Be Completed by EOS---------------------** |
| ***Current faculty composition of department/unit:***  |
| Race/Ethnicity | White | Black | Hispanic or Latino | Asian | Native Hawaiian or other Pacific Is | Am. Indian or Alaskan native | Two or more races | Unknown |
| Male |   |   |   |   |   |   |   |   |
| Female |   |   |   |   |   |   |   |   |
| ***Short List Composition***  |
| Race/Ethnicity | White | Black | Hispanic or Latino | Asian | Native Hawaiian or other Pacific Is | Am. Indian or Alaskan native | Two or more races | Unknown |
| Male |   |   |   |   |   |   |   |   |
| Female |   |   |   |   |   |   |   |   |
| ***Proposed On-campus Interviewees*** |
| Race/Ethnicity  | White | Black | Hispanic or Latino | Asian | Native Hawaiian or other Pacific Is | Am. Indian or Alaskan native | Two or more races | Unknown |
| Male |   |   |   |   |   |   |   |   |
| Female |   |   |   |   |   |   |   |   |

**Total Number of Applicants:**