

Faculty Search Report Form

University policy requires that records related to the recruitment and selection process be retained for three years from the date the position is filled. The search must be conducted in accordance with applicable [University policy and guidelines](#).

FACULTY RECRUITMENT DETAILS:

School and Department: _____

Selected Applicant: _____

Proposed Rank and Title: _____

POSITION ANNOUNCEMENT AND APPLICANT MATERIALS:

For searches conducted in Interfolio:

- Position Link: _____

For searches conducted outside of Interfolio:

- Copies of all job advertisements, position description, and application requirements and instructions
- Materials collected from all applicants as part of the search (e.g., an application form, CV or resume, cover letter)
 - Digital location (Box folder): _____
 - Name and email of a representative in the Dean's office who has access to the Box folder: _____

COMPOSITION OF THE SEARCH COMMITTEE:

Search committee members and titles (required for all searches even if the search committee is entered in Interfolio):

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Committee Chair (Name, Title): _____

SOLICITATION OF APPLICATIONS

Faculty Positions published in Interfolio Faculty Search are automatically posted to Penn's [Faculty Job Board](#). In addition, the University has partnered with [JobElephant](#) to facilitate recruitment advertising. JobElephant has automation in place to pull all open positions in Interfolio and post them to the job boards listed on the [UPenn JobElephant](#) site.

List additional sites/publications used to solicit applications:

SELECTED CANDIDATE

Brief statement of the reason the candidate was recommended for hire:

REQUIRED SUPPORTING MATERIALS

This report should also include the following additional required records (attached to this document or uploaded as one separate document):

- Notes that memorialize the rationale for decisions to narrow the pool at each stage of the selection process
- Notes collected from faculty members who interviewed or otherwise participated in the evaluation of candidates

If these materials were created as separate documents, use Adobe to create a combined PDF as your report.

APPROVAL BY CHAIR OF THE SEARCH COMMITTEE:

The information on this form is accurate and complete and this search was conducted in accordance with [University policies and relevant guidelines](#).

Search Committee Chair Signature

Date

Search Committee Chair Name

Search Committee Chair Title

APPROVAL OF SEARCH BY DSA:

This search was conducted in accordance with [University policy](#).

DSA Signature

Date

DSA Name

DSA Title