

**Administrative Appointments Committee
Search Committee Follow-up
AY 2019-20**

Each member is expected to prepare a recap of the search on which they served – the recap shall be in Word paragraph format and, at a minimum, contain the below information. The recaps will appear in the annual report.

The chair shall provide the below rough template to each member serving on a search committee.

- Title of position being searched for
- AAC Member Name
- Search committee chair
- Was there diversity among the search committee composition?
- Date the search commenced and ended
- Name of search firm, if used
- Number of candidates applying
 - Number of internal candidates applying
- Number of candidates interviewed – perhaps in various phases, i.e., number participating in airport interviews, number participating in on-campus forums/interview, etc.
- Number of candidates put forth to the appointing administrator, typically in unranked order
- Was the search successful or not?
 - If successful, indicate the name of the individual who accepted the appointment.
 - If unsuccessful, was the search committee advised of next steps to fill the position? If so, please indicate those next steps.
- Was the search well organized? Are there positive, negative or constructive comments that should be passed on to the appropriate administrator?
- Do you feel that the search advocate was effective? Was the advice of the search advocate considered/followed by the search committee chair and search members? If not, why not?