

APPENDIX E

Sample Candidate Evaluation Form⁹

Example 1

This form offers a method for departments and schools to evaluate faculty candidates. It is meant to be a template for departments and schools that can be modified as appropriate. The proposed criteria are designed for junior faculty candidates; however, alternate language is suggested in parenthesis for senior faculty candidates.

Candidate's name:

Please indicate which of the following are true for you (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Read candidate's CV
<input type="checkbox"/> Read candidate's scholarship
<input type="checkbox"/> Read candidate's letters of recommendation
<input type="checkbox"/> Attended candidate's job talk | <input type="checkbox"/> Met with candidate
<input type="checkbox"/> Attended lunch or dinner with candidate
<input type="checkbox"/> <u>Other (please explain):</u>

_____ |
|--|--|

Please comment on the candidate's scholarship as reflected in the job talk:

Please comment on the candidate's teaching ability as reflected in the job talk:

Please rate the candidate on each of the following:

	excellent	good	fair	poor	unable to judge
Potential for (Evidence of) scholarly impact					
Potential for (Evidence of) research productivity					
Potential for (Evidence of) research funding					
Potential for (Evidence of) collaboration					
Potential (Demonstrated ability) to attract and supervise graduate students					
Potential (Demonstrated ability) to teach and supervise undergraduates					
Potential (Demonstrated ability) to be a conscientious university community member					
Fit with department's priorities					
Ability to make positive contribution to department's climate					
Past, current, or future plans for contributions to diversity					

Other comments?

⁹ Source: ADVANCE, University of Michigan, <http://sitemaker.umich.edu/advance/home>

Example 2

Scoring system developed to evaluate applicants

Research Qualifications		Dept Synergy	Teaching/leadership	Diversity	Total	Notes
Accomplishments (0-10)	Future directions (0-10)	(0-3)	(0-3)	(0-4)	(0-30)	
Evaluate past research accomplishments (publication record--emphasize quality not number or journal, impact/novelty of research (e.g. from LORs), presentations, grants/fellowships etc.	Evaluate their research plan. Potential for sustained impact? Creative, doable, exciting? Long term and short term vision? Also consider info from rec letters.	How well does the proposed research mesh with current research in the department? Would they find research colleagues here? Synergy can come from techniques, systems, etc.	Does candidate express a clear interest in teaching and/or have record of teaching experience? Evidence of leadership? This could be indicated by organizing leading a student or Postdoc group or seminar series, participation as a graduate student or postdoc representative, leading a workshop at a Conference, etc.	Based on diversity statement, to what extent would the applicant contribute to and enhance the diversity of the department?		Justify scoring