**Broadening Participation Search Record Form:**

**Pre-Campus Interview Stage**

**Department:**

**Position:**

**Search Number:**

**Search Chair:**

Thank you for helping the ADVANCE Project TRACS team gather the necessary data from all tenure track faculty hires. While Project TRACS is specific for women in STEM and SBS fields, we would like to get aggregate data on our processes and continue to work on our diversity efforts for all disciplines. Please submit this form along with your finalist campus-interview list. Campus interviews will not be authorized until this form is submitted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Was your job advertisement written as broadly as possible?  (Attach copy of the ad) | Yes | | No | |
| Was an inclusive EEO statement included? | Yes | | No | |
| What outlets did you advertise in?  *Place a check mark next to those venues that specifically target women or minorities* |  | | | |
| What informal recruiting was conducted to increase the diversity of the pool? |  | | | |
| How many women or minorities were personally invited to apply for the position? |  | | | |
| How many total men and women were in your applicant pool | # of Men | # of Women | | # of Unknown |
| How many men and women did you phone interview? | # of Men | | #of Women | |
| Did you go back to the pool and “add one more” outstanding woman or minority for a phone interview? | Yes | | No | |
| How many men and women are on your finalist list? | # of Men | | #of Women | |
| Note the diversity of the search committee |  | | | |
| What literature, tools, or advice did you consult in the search process to better your understanding of broadening participation? |  | | | |

Please return this completed form (PDF or Word) to [ADVANCE@montana.edu](mailto:advance@montana.edu) with a copy to the Dean. Thank you for your help!