



**Search Documentation Required for Appointment to  
Instructor /Assistant and Associate Professor/Member of the Faculty  
CHECKLIST**

- ☐ Narrative explanation of the search process
  - Including information on efforts to identify any female and minority candidates (through advertising or other outreach methods). Note both the reasons for selection and rejection of candidates on the short list.
- ☐ Example of at least one published/posted advertisement
  - Must be an actual photocopy of the ad directly from the journal or screenshot of the journal website posting.
  - In lieu of the above, the text of the ad and a receipt or email invoice proving payment could be accepted.
- ☐ Long list of candidates
  - Includes names of everyone who responded to an advertisement along with individuals recommended as candidates by others.
- ☐ Short list of candidates
- ☐ List of search committee members
  - Includes name, rank, and affiliation of search committee members.
- ☐ Table of aggregate data (sample below):

**Please enter numbers only, no candidate names:**

	Number of Total Candidates/Members	Total Women	Total URIM*
Short list of candidates			
Long list of candidates			
Search committee members			

*\*URIM=Black, Hispanic and Native American*

.....  
For Use by OFA only:

Candidate Name:

Review Completed By:

Date:

*Note to Department Administrator: Highlighted items above are missing; items marked with an X are complete.*

*Updated August 2021*

**Managed by the Office for Faculty Affairs**

Harvard Medical School | Gordon Hall, Suite 206 | 25 Shattuck Street, Boston, Massachusetts 02115