

The faculty search process needs to be documented. This includes the reasons why some of the candidates were not selected. Below, are options to consider when recording this information. Reasons must be assigned to individuals who submitted a complete application for the position.

**Disposition reasons for unqualified individuals (those who did not meet the basic qualifications):**

- Application was incomplete, materials submitted were not the required materials
- Degree was not in the advertised field(s) if specific field(s) were required
- Did not meet stated basic clinical requirements
- Did not meet stated basic research requirements
- Did not meet stated basic service requirements
- Did not meet stated basic teaching requirements
- Did not meet stated basic years of experience required
- Did not possess basic degree requirements stated in advertisement
- Did not possess stated credentials (e.g., board eligibility/board certification)
- Candidate withdrew
- Other, please specify (if this is selected a comment must be included)

**Disposition reasons for qualified applicants:**

- Alternate for position
- Duplicates or significantly overlaps existing area of strength in department/school/college
- Interview showed some deficiencies
- Job talk showed some deficiencies
- Lacks sufficient clinical experience
- Lacks sufficient contributions to diversity/cultural competence
- Lacks sufficient depth/breadth of research/creative excellence or impact
- Lacks sufficient leadership experience for position
- Lacks sufficient potential for successful attraction, advising, and mentoring of students/trainees/postdocs
- Lacks sufficient research achievement/potential
- Lacks sufficient teaching achievement/potential
- Publication record shows some deficiencies
- References were weak
- Specialization or area of expertise for position or department needs shows some deficiencies
- Interview showed some deficiencies
- Other, please specify (if this is selected a comment must be included)