

REASONS FOR CANDIDATE NON-SELECTION

adapted from *Affirmative Action: A Sourcebook* by Lois Vander Waerdt

Note: These examples are intended to help search committees articulate objective reasons for candidate non-selection. They are not exhaustive and do not apply to all searches. They are a tool to help committees ensure fair consideration of all candidates.

CANDIDATE'S CHOICE

- A-1 Would not relocate.
- A-2 Accepted another job.
- A-3 Was offered the position but declined.
- A-4 Asked not to be considered.
- A-5 Accepted another position within the University.
- A-6 Not available for interview.
- A-7 No job opportunity for spouse.
- A-8 Candidate requires a higher salary than authorized.
- A-9 Not available for full-time employment at the start of project period or semester.
- A-10 Failed to submit required transcript/letters of recommendation.
- A-11 Failed to respond to requests for additional information. Recommendations (or slides or publications) not submitted in time to be processed and considered for the position.
- A-12 Advertised position was at the junior level; this candidate was unavailable for a job except at the senior level.
- A-13 See explanation attached.

DEGREE

- B-1 Did not possess academic qualifications advertised.
- B-2 Did not possess a terminal degree.
- B-3 Not making satisfactory and timely progress toward a doctoral degree.
- B-4 Degree in a field not compatible with the needs of the department as advertised.
- B-5 Dissertation not completed and insufficient evidence that it will be by the end of the year.
- B-6 Degree granting institution not as strong in the field as that of the candidate selected.
(Strengths of degree granting institutions should be widely disparate if this reason is necessary.
Please use this reason cautiously.)
- B-7 See explanation attached.

RESEARCH, SCHOLARSHIP, AND PUBLICATIONS

- C-1 Candidate acceptable but candidate accepted has more and/or better publications.
- C-2 Insufficient publication, composition or exhibition record.
- C-3 Creative artwork or musical composition judged inadequate by the research committee on the basis of the submitted slides or tapes.
- C-4 Lack of demonstrated research skills.
- C-5 Research/Publications not appropriate to position as advertised.
- C-6 Has done insufficient research or has not published adequately.
- C-7 Research does not support teaching assignment.
- C-8 See explanation attached.

TEACHING / SEMINAR

- D-1 Area of specialization or interest overlaps significantly with those of current members of the department and hence does not fit with the needs of the department as advertised.
- D-2 Area of secondary competence not compatible with the needs of the department as advertised.
- D-3 Candidate's teaching or performing experience was not suitable for this position.
- D-4 Insufficient teaching experience or candidate selected had more teaching experience.
- D-5 Interview revealed that this candidate was not interested in the teaching assignment required by this position.
- D-6 Did not have sufficient technical competence in the primary area.
- D-7 Seminar/lecture failed to demonstrate scholarly substance.
- D-8 Seminar/lecture demonstrated a communication problem.
- D-9 Seminar/lecture demonstrated a language barrier.
- D-10 See explanation attached.

MISCELLANEOUS

- E-1 History of difficult inter-personal relationships (Use only in rare instances when a history truly exists and can be documented. Use cautiously, as racism and sexism are sometimes related to the difficulty).
- E-2 Potential conflict of interest with campus interests.
- E-3 Candidate well qualified for the position, but quality of teaching and research was higher in the candidate selected. This candidate would be considered for the position if the first choice declines. This reason should not be used as a catchall. It should be used only for candidates on the short list or interview list; departments may be required to offer the position to such a candidate if the first choice declines.

ACADEMIC ADMINISTRATORS *

- F-1 Candidate did not possess the degree(s) advertised.
- F-2 Candidate's experience was outside the primary responsibilities of the position as advertised.
- F-3 Candidate not interested in the teaching component of the position.
- F-4 Candidate well qualified for the position and would be considered for the position if the first choice declined. (Should be used only for the top 2-3 candidates; departments may be required to offer the position to such a candidate if the first choice declines.)
- F-5 Candidate's contributions in the service area were insufficient. (Includes lack of participation in state or national organizations as well as a lack of participation in departmental or university committees.)
- F-6 Candidate did not have a demonstrated record of obtaining external funding. (Use only when the person selected has such a record and when it is specifically mentioned as a job responsibility.)
- F-7 Candidate had insufficient or inappropriate administrative experience.
- F-8 See explanation attached.

* Some reasons for non-selection for administrative positions may be similar to those for faculty positions. If so, use the examples that best describe the reasons for non-selection.