

SAMPLE #1: List of candidates for Preliminary Zoom Interviews and Reference checks

MEMO

From: Dr. Chair, Chair, Search and Screen Committee, Division of Social Work
To: Mary Maguire, Dean, College of Health and Human Services
Subject: List of tenure-track position candidates (#101238) for reference check and preliminary zoom interview
Date: XXXXX

Overview

The Search and Screen committee of the Division of Social Work met and reviewed 22 candidates for the tenure-track position on Thursday, January 8, 2023. The committee selected six candidates for the reference check and preliminary zoom interview. Upon approval by the Dean, the committee will proceed with the reference checks and arrangement of preliminary zoom interviews.

Selection of the tenure-track position candidates for reference checks and preliminary zoom interviews

Division of Social Work has announced the open position for a 9-month tenure track assistant professor since early December. Minimum qualification of this position is 1) doctorate or ABD, 2) at least 2 years of professional experience in the content areas, and 3) evidence of knowledge about human behaviors and social environment (HBSE) or social policy. As of January 8, 2023, the Division has received 22 applications to the position.

The Search and Screen committee of the Division of Social Work met on Thursday, January 8, 2023, to review the 22 candidates for the assistant professorship. Here is the summary of the review results.

First, the committee eliminated 6 candidates because they did not meet the minimum qualifications.

John Doe: No Ph.D. degree (final degree is MSW)

Jane Doe: Does not have enough professional experience in the content areas

John Doe: Does not have enough professional experience in the content areas

Jane Doe No Ph.D. degree (final degree is JD)

John Doe: Does not have enough professional experience in the content areas

Jane Doe: Does not have enough professional experience in the content areas

Among those candidates who meet the minimum requirements, the committee identified less-preferred candidates.

John Doe: Relatively less teaching experience and limited scholarly work

Jane Doe: No teaching experience for HBSE or Policy courses
John Doe: No teaching experience for HBSE or Policy courses
Jane Doe: Relatively less teaching experience and limited scholarly work
John Doe: Relatively less teaching experience and limited scholarly work
Jane Doe: No teaching experience for HBSE or Policy courses
John Doe: Relatively less teaching experience and limited ability to teach diversity
Jane Doe: Relatively less teaching experience and limited ability to teach diversity
John Doe: No teaching experience for HBSE or Policy courses and limited scholarly work
Jane Doe: No teaching experience for HBSE or Policy courses

Thus, the committee selected six potentially strong candidates.

John Doe
Jane Doe
John Doe
Jane Doe
John Doe
Jane Doe

All six candidates either currently hold Ph.D. or equivalent degree (John Doe, Jane Doe, John Doe, Jane Doe) or ABD expecting to earn the degree in summer 2014 (John Doe, Jane Doe). All six candidates have experiences teaching courses of HBSE (John Doe, Jane Doe), Policy (John Doe, Jane Doe), or both (John Doe, Jane Doe). Their application files show that all six candidates have undertaken strong scholarly work, taught a diverse student body, and are engaged in community services.

Upon approval by the Dean, the committee will contact each candidate and discuss the following:

- Introduce ourselves
- Ask if they are still interested in the Sac State faculty position
- Ask if we can call references
- Schedule a preliminary zoom interview
- Call references

If you have any questions regarding the selection process and the six candidates for reference check and preliminary zoom interview, please do not hesitate to contact me at.

End of memo.