



Each tenure-track search *must* maintain a log of applicants with the following minimum information.

Applicant Log – Minimum Fields

1. Department Name, Search Year, Recruitment Number
2. Applicant's name
3. Applicant's E-Mail
4. Date of application
5. Date that acknowledgement of application letter was sent. **(Place copy in applicant file.)**
6. Date that the regret letter was sent. **(Place copy in applicant file.)**

The Office of Equity and Diversity will e-mail applicants the Confidential Data Sheet. Applicants will respond directly via e-mail to Equity and Diversity. It is critical, therefore, that Departments e-mail their lists of applicants (Items 1, 2, and 3) to the Office of Equity and Diversity each week (**in Excel format**) until an appointment is approved.

Applicant Log – Optional Fields

- Addresses
- Degree
- Curriculum Vitae
- Letters of Reference (last name of sender)
- Meets Minimum Qualifications
- Meets Desired/Preferred Qualifications
- File Completed

The Applicant Log is forwarded to Faculty Affairs at the end of the search process. Although there is no required standard format for the log, it must contain the minimum fields. [Applicant Log SAMPLES available]