

**Search Committee  
Candidate Review RUBRIC**

**Candidate:**

<b>QUALIFICATION</b>	<b>STRONG (3)</b>	<b>GOOD (2)</b>	<b>WEAK (1)</b>
<b>Cover letter and application includes evidence of DEIB awareness &amp; practice</b>	<ul style="list-style-type: none"> <li>• specific examples are provided in a variety of areas appropriate to the position; application demonstrates awareness of equitable and inclusive language and practices in higher ed.</li> </ul>	<ul style="list-style-type: none"> <li>• a few examples are provided, yet may not be relevant to the position; some DEIB examples are somewhat aspirational; application shows some awareness of equitable and inclusive language and practices in higher ed.</li> </ul>	<ul style="list-style-type: none"> <li>• little or no examples are provided; DEIB examples are more aspirational than actual; application shows little awareness of equitable and inclusive language and practices in higher ed.</li> </ul>
<b>Insert add'l Qualification</b>	<ul style="list-style-type: none"> <li>• what constitutes strength in this area?</li> </ul>	<ul style="list-style-type: none"> <li>• what is adequate for this area?</li> </ul>	<ul style="list-style-type: none"> <li>• what defines weakness in this area?</li> </ul>
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**Using the RUBRIC**

Search committees can customize this rubric in any way that is useful for the review of candidates. Some committees use it as an initial screening process and/or to start meaningful discussions around the initial review. Others, actually employ a scoring system to determine semifinalists and finalists. Although this is not the only evaluative mechanism or meant to be a rigid one, the rubric is offered to help committees come to a common objective understanding of how they want to measure candidates in evaluating their qualifications. If scoring is used or when there are a large number of candidates, some committees will determine a minimum floor for candidates they want to interview and/or move to the next step.