

Narrative Summary Form
The University of Tennessee Space Institute

Return to: UTSI Human Resources
MS-11, Tullahoma, TN

INSTRUCTIONS FOR COMPLETING THE NARRATIVE SUMMARY FORM FOR FACULTY POSITIONS AND OTHER ACADEMIC POSITIONS: The Narrative Summary Form must be completed and approved before candidates may be invited for on-campus interviews. The Narrative Summary documents the methods and actions taken to advertise the position, recruit applicants, and select the Principal and Alternate candidate pools. This documentation is required to show that all appropriate equal employment opportunity and affirmative action initiatives have been taken.

This form must be completed and submitted for approval by the appropriate signatory authorities. Upon completion of the form, the Department Head or Director should submit the **original copy** and **all attachments** to the Dean or Director, and then to the appropriate Vice President, Chancellor or Provost who should send the original and all attachments to OED. OED will consult with the Department, as necessary, and will notify the department of the approval of the Narrative Summary Form. Departments may contact candidates in order to schedule interviews upon notification of the approved form.

Questions regarding this form should be directed to UTSI HR/OED at 931-393-7226.

Date: _____ Contact Person & Telephone #: _____

1. Search Information

Department/Unit: _____

Position & Position #: _____

OED (AA) File #: _____

Is this an Upper Level Search?: Yes No

2. Search Committee Composition

Search Committee Chairperson: _____

Search Committee Members: _____

Date of Search Committee Chair Meeting with OED: _____

3. Recruiting/Advertising Efforts

List of Publications in which the vacancy was advertised and dates of advertisement, and (to the extent possible) number of candidates who applied as a result: **(Attach additional sheets as needed)**

Publication	Dates of Advertisement
_____	_____
_____	_____
_____	_____
_____	_____

5. Complete Applicant List Including EEO/AA Self-Identification Information (provided by OED) and Principal and Alternate Pool Composition

Attach a printed copy of list of **all** applicants and designate "Principal/Alternate," and "Internal/External" status using the following format:

<u>Name</u>	<u>Gender</u>	<u>Race</u>	<u>Ethnicity</u> <u>Hispanic/Latino</u>	<u>Principal/</u> <u>Alternate</u>	<u>Internal/</u> <u>External</u>
Jane Arms	F	B	Unknown	P	I
John Brown	M	W	No	A	E
Jack Doe	M	W	Yes		E

A description of each Principal and Alternate pool candidate's strengths and weaknesses must be sent as an attachment to this form. **Note:** *If women and/or minorities have applied, but no women and/or minorities have been selected for the principal or alternate pool, a brief description of each female and/or minority applicant should also be attached.*

6. Checklist for Attachments Required for this form

- i. List of all candidates using format shown in Section 5 of this form
- ii. Please write a brief paragraph for each candidate in the principal or alternate pool and explain why the candidate has been recommended for one of the pools. In other words, explain what is it about the candidate that enabled her or him to rise to the top of the applicant pool?
- iii. ***If applicable***, list of strength/weakness statements for excluded female or minority applicants (i.e., if women and/or minorities have applied, but no women and/or no minorities have been selected for the principal or alternate pool)
- iv. *Copies of the **vitae or resumes** of all principal and alternate candidates*
- v. Copy of the *Request to Search* form
- vi. Copies of the completed *Individual Contacts* logs from each Search Committee member

vii. Required Signatures

This document has been reviewed and approved by all appropriate signatories in the review/approval process:

A) _____ Date
Department Head or Director

B) _____ Date
Approved by: UTSI Executive Director

C) _____ Date
Reviewed by: U T S I OED