

**Search Committee
Applicant Summary Form**

Name: _____ Number: _____

Current Rank and Position: _____

Primary Area: _____ Recommendation: Invite Hold Reject

General Comments on Applicant

Overall impression of Applicant (including fit with dept. needs): _____

Overall Evaluation: Weak 1 2 3 4 5 Strong

Comments on Applicant's Research: _____

Evaluation of Research: Weak 1 2 3 4 5 Strong

Comments on Applicant's Teaching: _____

Evaluation of Teaching: Weak 1 2 3 4 5 Strong

Comments on Applicant's Administrative Experience: _____

Evaluation of Administrative Experience: Weak 1 2 3 4 5 Strong

Candidate's Primary Strengths: _____

Candidate's Primary Weaknesses: _____

Assessment of Specific Skills

- Organization and Strategic Planning Skills:

- Communication and Interpersonal Skills:

- Leadership Skills Toward Departmental Development:

- Appreciation of Balance in Teaching, Research and Service:

- Potential for Representing Department Well and Earning Respect in SBA:

- Commitment to Developing Faculty and Department Curriculum:

- Ability to Promote Department to External Constituencies:

- Student and Faculty Recruitment Skills:

- “Creative Enabler” and Developer of People:

- Team Player in Department:

**SCREENING CRITERIA
FOR
ASSESSING RESUMES**

Candidate's Name: _____

Background

Possesses a terminal degree in educational policy studies or a related field.

Yes

No

Rate the following between 1 and 5, with 1 being "weak" and 5 being "strong."

1. Possesses a record of scholarly achievement. _____
2. Has achieved national prominence in the educational policy issues field. _____
3. Demonstrates research interest and experience in addressing such policy issues as school funding, restructuring, and others that impact the quality of life in urban schools, colleges, and universities (public and private). _____
4. Has experience in serving on dissertation committees. _____
5. Possesses graduate-school teaching experience. _____
6. Possesses the background to provide leadership to planning efforts for a higher education strand in the Ph.D. program. _____
7. Has potential to provide leadership in the development of a policy research agenda for the School of Education. _____
8. Has teaching/administrative experience in P-12 setting or administrative experience in a higher-education setting. _____
9. Meets criteria for rank of associate professor/tenure. _____
10. Has background essential to coordinating the educational finance component of graduate programs. _____

Strengths (Gleaned from Vita)

Concerns (Gleaned from Vita)

Recommendation (Check 1)

- Bring candidate in for interview
- Consider bringing candidate in for interview
- Consider no further