

SHORT LISTING POLICY

Short listing will not take place unless there is a minimum of five full-time faculty from the Department and Division present and fully participating.

Short listing will use a designated set of predetermined criteria where all prospective candidates will be rated according to the same criteria.

A grid will summarize the short listing ratings and will be submitted to the Division during the selection process.

The grid will be included with the Divisional report to the Dean at the end of the selection process.