

CODES

Reasons for non-selection

Candidate's Choice

- A-1 Would not relocate.
- A-2 Accepted another job.
- A-3 Offered the position but declined.
- A-4 Asked not to be considered.
- A-5 Accepted another position within the University.
- A-6 Not available for interview.
- A-7 No job opportunity in the area for spouse.
- A-8 Candidate requires a higher salary than authorized.
- A-9 Not available for full-time employment at the start of the project period or semester.
- A-10 Failed to submit transcript/letters of recommendation required.
- A-11 Failed to respond to requests for additional information.
- A-12 Recommendations (or slides or publications) not submitted in time to be processed and considered for the position.
- A-13 Advertised position was at the junior level; this candidate was unavailable for a job except at the senior level.
- A-14 See explanation attached.
- A-15 Resume was inadequate to determine the type of experience in each position held.

Degree

- B-1 Did not possess a terminal degree.
- B-2 Not making satisfactory and timely progress toward a terminal degree.
- B-3 Degree in a field not compatible with the needs of the department as advertised.
- B-4 Dissertation not completed and insufficient evidence that it will be by the end of the year.
- B-5 Degree-granting institution not as strong in the field as that of the candidate selected. (Strengths of degree-granting institutions should be widely disparate if this reason is used. Please use this reason cautiously for female candidates, as a female's choice of schools is sometimes dependent upon her spouse's career; hence she may not have had the luxury of choosing a top-ranking school for her work.)
- B-6 See explanation attached.

Teaching/Seminar

- C-1 Area of specialization of interest overlaps significantly with those of current members of the department and hence does not fit with the needs of the department as advertised.
- C-2 Area of second competence was not compatible with the needs of the department as advertised.
- C-3 Candidate's teaching (or performing) experience was not suitable for this position.
- C-4 Insufficient teaching experience or candidate selected had more/better teaching experience.
- C-5 Interview revealed that this candidate was not interested in the diversity of the teaching assignment required by this position.
- C-6 Did not have sufficient technical competence in the primary area.
- C-7 Seminar/lecture failed to demonstrate scholarly substance.
- C-8 Seminar/lecture demonstrated a communication problem.
- C-9 Seminar/lecture demonstrated a language barrier.
- C-10 See explanation attached.

Research, Scholarship, and Publications

- D-1 Candidate acceptable but candidate selected has more/better publications.
- D-2 Insufficient publication (or composition or exhibition) record.
- D-3 Creative artwork (or musical composition) judged inadequate by the research committee on the basis of submitted slides.
- D-4 Lack of demonstrated research skills.
- D-5 Research/Publications not appropriate to position as advertised.
- D-6 Has done insufficient research or has not published adequately considering the length of time.
- D-7 Research does not support teaching assignment.
- D-8 See explanation attached.

Miscellaneous

- E-1 History of difficult interpersonal relationships. (Use only in rare instances when a history truly exists and can be documented. Use cautiously, as racism and sexism are sometimes related to this difficulty.)
- E-2 Potential conflict of interest with University interests.
- E-3 Lacks qualifications for the areas listed in the position description and advertising.
- E-4 Candidate well qualified for the position, but quality of teaching and research was higher in the candidate selected. This candidate would be considered for the position if the first choice declines. (This reason should not be used as a "catch-all." It should be used only for unsuccessful candidates on the short list or interview list.)

Academic Administrators*

- F-1 Candidate did not possess the degree(s) specified in the job qualifications.
- F-2 Candidate's experience was outside the primary responsibilities of the position as advertised.
- F-3 Candidate not interested in the teaching component of the position.
- F-4 Candidate well qualified for the position and would be considered for the position if the first choice declined. (Should be used only for the very top 2-3 candidates.)
- F-5 Candidate's contributions in the service area were insufficient. (Includes lack of participation in state or national organizations as well as lack of participation in departmental or university committees.)
- F-6 Candidate did not have a demonstrated record of obtaining external funding. (Use only when the person selected had such a record and when it is specifically mentioned as a job responsibility in the advertisement.)
- F-7 Candidate had insufficient administrative experience.
- F-8 Lack of sufficient administrative experience in higher education.
- F-9 Lack of recent administrative experience in higher education.
- F-10 No administrative experience in higher education.
- F-11 Inadequate experience in Facilities Management.
- F-12 Inadequate Human Resources experience.
- F-13 University experience in dissimilar setting.
- F-15 Is not seen as a strong representative of campus interest.

Librarians*

- G-1 Insufficient library experience or candidate selected has more/better library experience.
- G-2 Insufficient experience in required area of library competence and/or candidate selected had more/better experience
- G-3 Performance in previous job(s) was inadequate.
- G-4 Interview revealed that this candidate was not interested in the duties required in this position.
- G-5 Interview demonstrated a communication problem.
- G-6 Interview demonstrated a language barrier.
- G-7 Candidate had insufficient library administrative experience.
- G-8 See explanation attached.

* Reason for non-selection may also include codes listed for faculty or academic administrators. When this is the case, use the codes that best describe the reasons for non-selection.