APPENDIX O

Optional Non-selection Reason Codes
(Attach to the Affirmative Action Personnel Form)

Candidate's Choice:

A-1 Candidate withdrew from consideration (e.g. candidate asked not to be considered, was not willing to relocate, had accepted another job, found limited /no job opportunities for spouse, requires a higher salary or higher level position than authorized, or would not be available by the position starting date).

A-2 Incomplete applicant file (e.g. candidate failed to submit transcript or required letters of recommendation or application materials were not submitted in time to be considered by the search committee, or the candidate failed to respond to request for additional information).

Qualifications – Degree:

B-1 Candidate does not possess the degree specified in the position description.

B-2 Candidate is not making satisfactory and timely progress toward a terminal degree.

Qualifications – Teaching, technical Competence, and/or experience:

C-1 Candidate lacked qualifications for the areas listed in the position description and as advertised.

C-2 Candidate did not have sufficient technical competence, teaching experience or performance experience in the primary area advertised or this experience was not suitable for the position.

C-3 Candidate does not meet the needs of the department/unit (e.g. candidate's area of specialization overlaps significantly with those of current members of the unit/department or candidate's area of secondary competence is not compatible with departmental/unit needs as advertised).

C-4 Candidate is not interested in the teaching component of the position.

Qualifications – Scholarship:

D-1 Candidate has insufficient publication/composition/presentation record.

D-2 Candidate's research or portfolio was judged inadequate or inappropriate to position as advertised.

Miscellaneous:

E-1 Candidate is well qualified for the position, but the quality of teaching, scholarship, and /or experience is higher in other candidates.

E-2 Candidate's references are weak/unfavorable or questioned the suitability of the candidate.

Administrative:

F-1 Candidate has insufficient administrative experience.

F-2 Candidate does not have a demonstrated record of obtaining external funding, and this was a criterion specified in the position description as advertised.

F-3 Candidate's service contributions are insufficient (e.g. candidate lacks sufficient participation in national or state professional organizations and/or university committees).