WHAT'S PUBLIC—WHAT'S NOT?

Public Information:

- Position Description (Form UM 1596, Academic Hiring: Requisition and Position Description);
- Names of search committee members;
- Search plan (Form UM 1597, Academic Hiring: Recruitment and Selection Process) information (except for sex and race of search committee members);
- Search plan attachments (full job descriptions, ad copy);
- Essential and Preferred Qualifications;
- Information about process followed by search committee;
- Names of finalists selected by responsible administrator and from whom permission has been granted by the candidate to be considered a finalist;
- Veteran status, job history, education and training background work availability of finalists;
- Selection outcome (Form UM 1598, Academic Hiring: Affirmative Action Summary) information, except race and gender of person receiving job offer.

Private Information:

- Names of applicants and nominees (unless they have been selected by the responsible administrator as finalists);
- Information in search committee files about applicants;
- Information about finalists except items listed above as public;
- Form UM 1599, Academic Hiring: Applicant Tracking Record.

Requests for information and questions about the search should be referred to the search chair, if a search committee is being used. Otherwise, such requests should be directed to the responsible administrator. Requests for information and questions about finalists should be referred to the responsible administrator as well. (Search chairs and responsible administrators should contact the University Records Management Office or the Office of the General Counsel if they have any questions about the public versus private status of information requested.)

Each applicant has the right to inspect his or her own file, including evaluations of the application, letters of reference (and reference checks), and reasons for non-selection. An applicant does not have the right to information about other applicants.