



Each tenure-track search must maintain a log of applicants with the following *minimum* information.

Applicant Log – Minimum Fields

<ol style="list-style-type: none"> 1. Department Name, Search year, Recruitment Number 2. Applicant’s name 3. Applicant’s email 	<p>Email items #1-3 to Jo Ann Harris – jharri12@csulb.edu in the Office of Equity & Diversity.</p>
<ol style="list-style-type: none"> 4. Date of application 5. Date that acknowledgement of application letter was sent. (<i>Place copy in applicant file.</i>) 6. Date that the regret letter was sent. (<i>Place copy in applicant file.</i>) 	<p>Include items #1-6 to the Office of Academic Personnel at the end of the search process.</p>

The Office of Equity and Diversity (OED) will email applicants the Confidential Data Sheet. Applicants will respond directly via email to Equity and Diversity. It is critical, therefore, that departments email their lists of applicants (and numbers 1, 2 & 3) to the Office of Equity and Diversity each week as an Excel document.

The OED contact email is Jo Ann Harris, jharri12@csulb.edu or 58256.

Applicant Log -- Optional Fields

- Addresses
- Degree
- Vita
- Letters of reference (last name of sender)
- Meets minimum qualifications
- Meets preferred qualifications
- File completed

Departments may choose to maintain their Applicant Log on a computer, add addresses to it, or use it in a mail merge for letters and envelopes.

Or, use it as an inventory log of what has been received for each candidate to use in mail merges, follow-up letters, or phone inquiries.