**Current Disposition List**

Dispositions identify the reason a candidate was not selected to move forward in a hiring review process. To adhere to best practices for OFCCP reporting compliance, the University requires that records must be made and retained to identify the disposition reasoning for every candidate in a regular faculty search. The primary disposition needs to be [identified in Interfolio](https://product-help.interfolio.com/m/27443/l/938188-using-disposition-codes#assigning-disposition-codes). If a unit would like to use more than one disposition per candidate, then additional documentation can be uploaded to Interfolio to supplement the primary disposition.

|  |  |  |
| --- | --- | --- |
| **Applicant Disposition**  | **Definition** | **Code**  |
| Never Reviewed | The applicant was never considered and no part of an application or its corresponding data was reviewed.  | 1 |
| **Minimum Qualifications Dispositions** |
| Minimum qualifications—Did not submit required materials for consideration | Applicant did not submit all of the required application materials for a full review of the application. | 2 |
| Minimum qualifications—Education | Applicant does not meet the minimum qualifications for the education requirements that were listed in the position description. | 3 |
| Minimum qualifications—Teaching | Applicant does not meet the minimum qualifications for teaching experience or proficiency that were listed in the position description. | 4 |
| Minimum qualifications—Research, Scholarship and Creative Work | Applicant does not meet the minimum qualifications for research, scholarship, publications, and/or creative work that were listed in the position description. | 5 |
| Minimum qualifications—Specialty/Discipline | Applicant was not selected based on their specialty or discipline differing from that listed in position description. | 6 |
| Minimum qualifications—Administrative Experience/Skills | Applicant does not meet the minimum qualifications for administrative experience that were listed in the position description. | 7 |
| Minimum qualifications—Other Credentials | Applicant does not meet the minimum qualifications for other specified requirements that were listed in the position description. | 8 |
| **Application Review and Interview Dispositions** |
| Academic Competitiveness | Applicant was not selected based on overall non-competitive academic record.  | 0 |
| Education | Applicant was not selected based on their education. | 9 |
| Teaching | Applicant was not selected based on their teaching qualifications and/or teaching evaluation scores. | 10 |
| Research, Scholarship and Creative Work | Applicant was not selected based on their record of research, scholarship, publications, and/or creative work. | 11 |
| Specialty/Discipline | Applicant was not selected based on their specialty or discipline differing from fit for the position. | 12 |
| References | Applicant was not selected based on their reference letters or reference interviews. | 13 |
| Administrative Experience/Skills | Applicant was not selected based on their administrative experience and/or administrative skills. | 14 |
| Mission Fit | Applicant was not selected based on Catholic mission fit. | 15 |
| Other Credentials | Applicant was not selected based on their other credentials. | 16 |
| Applicant Withdrew | Applicant withdrew their application for any reason. | 17 |
| Failed Negotiation | Negotiations with the applicant failed prior to a formal offer being extended. | 18 |
| **Post Formal Offer Dispositions** |
| Offer Declined | Applicant declined the formal offer. | 19 |
| Offer Rescinded | The formal offer to the applicant was rescinded. | 20 |
| Work eligibility or visa requirements not met | Applicant is not able to work for the University due to eligibility or visa requirement issues. | 21 |
| Applicant Hired | The applicant was hired. | 22 |