



Category	Disposition Code	Definition	Example
Not Reviewed	Job filled prior to expression of interest	Candidate applied after offer was made to top finalist.	
	Union - other with more seniority selected	Other union employees have seniority or other priority according to the union contract.	
	Incomplete application / required documents not received	Candidate did not include all required application information or documents.	The published advertisement application instructions states a teaching statement is a required material, but the candidate did not submit a teaching statement.
	Job no longer available	The department decided not to move forward with filling the position.	
Category	Disposition Code	Definition	Example
Does Not Meet Minimum Qualifications	Does not meet minimum qualifications - Education	Candidate does not have the minimum education required - as required in the published advertisement.	The candidate's educational background does not meet the rigorous standards we value within our department. The candidate received their doctorate from a program not known for a strong emphasis on [specific relevant aspects, e.g., research, innovation, practical application].
	Does not meet minimum qualifications - Experience	Candidate does not have the minimum experience required - as required in the published advertisement.	The published advertisement states at least two years of postdoctoral experience is required, but the candidate has no postdoctoral experience.
	Does not meet minimum qualifications - License/Certification	Candidate does not have the minimum licensure or certification required - as required in the published advertisement.	
Category	Disposition Code	Definition	Example
Withdrew	Withdrew - No longer interested in position	Candidate decided position is no longer of interest and withdrew from further consideration.	Decided to stay at current institution.
	Withdrew - accepted other position	Candidate withdrew from consideration due to having accepted another position.	
	Withdrew - Other	Candidate withdrew from consideration and did not indicate any reason.	
	Declined Interview	Candidate was offered an interview and chose to decline the opportunity.	



Category	Disposition Code	Definition	Example
Meets Minimum Qualifications. Not Best Qualified	Not best qualified - Education	Applicant meets minimum qualifications. Applicant does not have the best or most relevant education compared to other applicants in the pool.	The candidate’s educational background is not best aligned with the rigorous standards we value within our department. The candidate received their doctorate from a program not known for a strong emphasis on [specific relevant aspects, e.g., research, innovation, practical application].
	Not best qualified - Area of Research	Applicant meets minimum qualifications. Applicant does not have the best or most relevant area of research compared to other applicants in the pool.	Scholarly/creative/artistic work done in the field, but perhaps not in the most relevant time period, method, specialty, or genre. Perhaps not the most original research compared to other applicants.
	Not best qualified - Experience	Applicant meets minimum qualifications. Applicant does not have the best or most relevant experience compared to other applicants in the pool.	Service to profession/rank at home institution/management experience not the best compared to other applicants.
	Not best qualified - Classroom Experience	Applicant meets minimum qualifications. Applicant does not have the best or most relevant classroom experience compared to other applicants in the pool.	Inclusive of experience teaching, mentoring, in a lab - as relevant.
	Not best qualified - Other	Applicant meets minimum qualifications. Applicant does not have the best or most relevant knowledge and skills for the position compared to other applicants in the pool.	
Category	Disposition Code	Definition	Example
Offer Accepted	Offer accepted	Applicant accepted the department's offer.	



Category	Disposition Code	Definition	Example
Declined Offer	Declined Offer - No longer interested in position	The department made either a contingent or final offer to the applicant and the applicant did not accept the offer due to no longer being interest in the position.	
	Declined Offer - Accepted another position	The department made either a contingent or final offer to the applicant and the applicant did not accept the offer due to having accepted another position.	
	Declined Offer - Other	The department made either a contingent or final offer to the applicant and the applicant did not accept the offer.	
Category	Disposition Code	Definition	Example
Offer Rescinded	Offer rescinded	The department rescinded the offer to the applicant - inclusive of contingent offers.	