

AFFIRMATIVE ACTION COMPLIANCE REPORT FOR FACULTY POSITIONS

1. FPA# _____ Dept. _____ TITLE _____ Sub-discipline _____

2. Recruitment Procedures: (Note any differences from submitted PVA; hiring plan; additional candidate sources such as potential applicant files, etc.):

3. Total number of applicants for position: _____

a. Based on available information, how many of these applicants are:

	Male	Female
Black	_____	_____
Hispanic	_____	_____
American Indian/Alaskan Native	_____	_____
Asian/Pacific Islands	_____	_____
White	_____	_____
Other (specify)	_____	_____

4. Describe in detail the screening process used to select applicants receiving further consideration. Include the names of the search committee and identify the Chairperson. If more than one step was used in the procedure resulting in the ranking of applicants, describe each of the steps involved:

5. Total number of people on final short list (i.e. actually interviewed): _____

a. Of those interviewed, how many are:

	Male	Female
Black	_____	_____
Hispanic	_____	_____
American Indian/Alaskan Native	_____	_____
Asian/Pacific Islands	_____	_____
White	_____	_____
Other (specify)	_____	_____

b. If none of these were offered or accepted the position would you

- ___ Reopen the search
- ___ Cancel the position
- ___ Consider candidates who are ranked lower on the list

Of these, how many are: Minorities _____ Women _____

AFFIRMATIVE ACTION COMPLIANCE REPORT FOR FACULTY POSITIONS

c. If the number of finalists and those interviewed are not equal; please detail the reasons for this difference.

d. If no protected group member is included above, please explain the reasons for this result:

6. Interview Process

a. List the names and titles of interviewers:

b. List criteria used to rank those interviewed:

AFFIRMATIVE ACTION COMPLIANCE REPORT FOR FACULTY POSITIONS

7. Departmental Preference (attach all minutes or documentation of department relative to this selection.)

a. List in order of preference only those to whom an offer would be extended based on the department's needs and description as submitted in the FPA. In each dossier of which this form should be a part, resumes, letters of recommendation on each of the individuals listed below should be included.

Name	Sex	Race	Reasons for Rank Order

b. If any candidates interviewed would not be extended an offer, specify reasons for elimination

Name	Sex	Race	Reasons for Rank Order

AFFIRMATIVE ACTION COMPLIANCE REPORT FOR FACULTY POSITIONS

8. Name of selected candidate _____

Effective Date of Appointment _____ at \$ _____ for _____ % time.

Briefly explain reasons for the salary offer: _____

Term of Appointment (Semester, 1, 2, 3, years, indefinite) _____

_____ Authorized Department Signature

_____ Title _____ Date

_____ Faculty Personnel Office _____ Date

Comments _____

APPROVAL

_____ Director, EEO/AA Office _____ Date

Comments _____

_____ Provost/Dean of the Faculty _____ Date

Comments _____

_____ President, (if required) _____ Date

Comments _____
