

## Affirmative Action: Employment Approval For Faculty and Faculty Research Positions

For full time faculty and research faculty positions being filled for a duration of 9 months or longer. Definition: The following are faculty positions: Professor, Associate Professor, Assistant Professor, Instructor. The following are research faculty positions: Research Professor, Research Associate Professor, Research Assistant Professor.

(This form must be completed and signed before a candidate can be hired.)

**Section I: Position Information**

Position Title \_\_\_\_\_ Department \_\_\_\_\_

Chosen Candidate's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ External/Internal Candidate \_\_\_\_\_ US Citizen? (Yes/No) \_\_\_\_\_

Job Opening Number \_\_\_\_\_ Proposed Salary \_\_\_\_\_ Permanent Resident? (Yes/No) \_\_\_\_\_ Visa Type \_\_\_\_\_ Country \_\_\_\_\_

If advertisement was not placed by Human Resources, attach a sample copy. If other advertising techniques were used, such as letters, telephone calls or personal contacts, please describe these techniques (attach copy of letter, etc.): \_\_\_\_\_

**Section II: Affirmative Action Information**

	Number of Applicants			Number Interviewed			Chosen Candidate		
	Male	Female	Not Disclosed	Male	Female	Not Disclosed	Male	Female	Not Disclosed
Black									
Asian									
Hispanic									
Am. Indian									
Caucasian									
Hawaiian/Pacific									
Not Disclosed									
Total									

If non-caucasian, disabled or Vietnam Era veteran candidates applied and were *not chosen*, please explain why. If female candidate(s) applied, in a job group where they are underutilized and were *not chosen*, please explain why. These explanations must be substantive in nature. Use the following space and/or attach an explanatory memo. Please attach the CV for all Protected Class Members.

**Section III: Required Signatures**

The following signatures indicate that:

- The chosen candidate meets the qualifications and job duties as advertised.
- The proposed salary is within the range established at the beginning of the search.
- All women, minorities, disabled and Vietnam Era veterans have been carefully considered.

Originator \_\_\_\_\_ Chair/Director \_\_\_\_\_ Dean of the School \_\_\_\_\_ Provost \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Note: All applications from the search are to be retained in the originating department for two years as required by Federal Law. Please attach a copy of the chosen candidate's CV, as well as the CV for all Protected Class Members. Once signatures are obtained, please forward this form and documentation to Human Resources.