

Rensselaer

AFFIRMATIVE ACTION: EMPLOYMENT APPROVAL FOR FACULTY AND FACULTY RESEARCH POSITIONS

For full time faculty and research faculty positions begin filled for a duration of 9 months or longer. Definitions: 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: AFFIRMATION ACTION INFORMATION

	Number of Applicants		Number Interviewed		Chosen Candidate	
	Male	Female	Male	Female	Male	Female
Black						
Asian						
Hispanic						
Am. Indian						
Caucasian						
Total						

	Number of Applicants		Number Interviewed		Chosen Candidate	
	Male	Female	Male	Female	Male	Female
Citizens						
Non-Citizens						
Total						

(Count permanent residents as citizens.)

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 where *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 _____ Dean of the Faculty _____

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.