Faculty Search
Affirmative Action In-progress Review

Date __________________________

Department__________________________________________________________

Position Vacancy/Title________________________________________ Requisition# ________________________

Expected to be filled by (give date): ___________________________ Job open date: _______________________

Search Committee Chairperson________________________ Phone #________________________

Search Coordinator ______________________________ Phone #________________________

Search Committee Members: Males _______ Females _______

African Americans _______ Hispanics _________ Others _________

1. Advertisement for this position was placed in:
   Specify Professional Journal(s), website(s), etc.:________________________

2. Describe any special search efforts made to attract female and minority candidates.________________________

3. Institutions or professional groups contacted: (list by group or type, if applicable, rather than
   individually)
   __________________________

4. Check with the local Human Resources Recruitment Office to see if any specific directories or contact
   sources are currently available___________

5. How many applications were received for the position? ____________

6. How many candidates appear to be: Female? _______ Minority? _________

7. How many of the candidates meeting initial qualifications established for the position appear to be:
   Female? _______ Minority? _________

8. How many of those who appeared to be female/minority candidates were continued for consideration
   after the first screening? Female _______ Minority _________

Please return this completed form to your Dean and a copy to the local Human Resources office immediately
after the first screening of candidates and before interviews are arranged. Please include copies of each
advertisement referenced in #1 and #2 above. The Human Resources office will forward the completed
form and other supporting EEO documentation to the Office of Equal Employment Opportunity.

If this checklist does not fit your search process, please discuss the process with the Human Resources
Office, the Office of Equal Employment Opportunity, or your Dean’s office before continuing.

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Search Committee Chair