

**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.

Search Committee Chair