

AFFIRMATIVE ACTION REPORT

This report is to be completed at the conclusion of each search process. A list of names, addresses, and telephone numbers of all applicants should be attached to this report, as well as the interview itinerary for the finalist, and any other documentation pertaining to the search, i.e., copies of the advertisement, phone call records, correspondence, etc.

SEARCH COMMITTEE COMPOSITION: Total # _____ Males _____ Females _____

TENURE NON-TENURE
SEARCH BEGAN _____ TRACK _____ TRACK _____

BPN _____ DEPARTMENT _____ RANK _____

ADVERTISEMENT/ANNOUNCEMENT (copies attached) SUBMITTED TO:

CHRONICLE OF HIGHER EDUCATION – ISSUE DATE: _____

OTHER SOURCES – ISSUE DATE: _____

OTHER SOURCES – ISSUE DATE: _____

NUMBER OF INQUIRIES (attach list of applicants, including complete contact information) _____

NUMBER OF COMPLETED APPLICATIONS _____

NUMBER OF INTERVIEWS _____

DATES OF CAMPUS INTERVIEWS _____

RECOMMENDATIONS FORWARDED _____

STOP - To be Completed by Administration

SEARCH RESULTS

NAME OF APPOINTEE _____

RANK _____

EFFECTIVE DATE _____

Is Appointee Hispanic/Latino?

____ Y ____ N

RACE:

Select All That Apply

- White
- Black or African-American
- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Asian

APPLICANT PROFILE

The information below will be completed by the Office of Academic Affairs from the returned Affirmative Action Postcards:

Cards Returned _____ Males _____ Females _____ Hispanic/Latino _____

White _____ Black or African-American _____ American Indian or Alaskan Native _____

Native Hawaiian or Other Pacific Islander _____ Asian _____

Permanent VISA/USA Citizen _____ Other _____