

# 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, along with 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

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## 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 \_\_\_\_\_