Faculty Searches
Affirmative Action In-Progress Review

Date ________________________

Department___________________________________________________________________________

Position Vacancy/Title____________________________________________________________________

Expected to be filled for: ______________________ Semester 20_____ Position Vacancy #__________

Search Committee Chairperson___________________________________________________________

Search Committee Members:  Males _________ Females _________

Blacks _________ Hispanics _________ Others _________

1. Advertisement for this position was placed in:
   Diversity Issues in Higher Education ________ Hispanic Outlook in Higher Education ________
   Other (Specify) ________________________________

2. Institutions or professional groups contacted by letter were: (list by group or type, if applicable, rather than individually)

3. Directories consulted for locating underrepresented minority (URM) candidates (please list):
   __________________________________________
   __________________________________________
   __________________________________________

4. How many applications were received for the position? ________

5. How many candidates appear to be: Female? ________ URM? ________

6. How many of the candidates meeting initial qualifications established for the position appear to be:
   Female? ________ URM? ________

7. How many of those who appeared to be female/URM candidates were continued for consideration after the first screening? Female ________ URM ________

8. Describe any additional search efforts made to actively recruit female and URM candidates.

Please return this completed form to your dean and copies to the Office of Equal Employment Opportunity and the vice president for institutional diversity, equity, and community engagement before the committee begins to screen candidates.

If this checklist does not fit your search process, please discuss the process with the dean, the vice president for institutional diversity, equity, and community engagement, the Office of Equal Employment Opportunity, or the Office of the Senior Vice Provost before continuing.

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Search Committee Chair