AFFIRMATIVE ACTION FORM A

FACULTY OF ARTS AND SCIENCES

Candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ethnic Code\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex \_\_\_\_\_\_ U.S. citizen or permanent resident? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Recruitment: Describe steps taken to identify women and minorities\*\* for this position (e.g., advertisements in professional journals, rosters of women and minorities, letters to other departments requesting the names of candidates and specifying an interest in women and minorities, etc.). **Attach copies of appropriate letters or advertisements.**

**\*\*\*\*\*\* What was the total number of applicants for this position?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How was the successful candidate located (e.g., recommended by another department, answered advertisement, etc.)?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Hiring Officer (ie, Faculty Member or SRF) Approval of EEO Officer

\*Ethnic Code: Ethnic codes described on attached sheet.

\*\*Minorities: Defined as U.S. citizens or permanent residents with ethnic code 2,3,4, or 5, as on attached.

