

Form F: Interview Approval/Affirmative Action Process Form

AA SEARCH # _____

(Faculty Search)

This form is to be completed by the chairperson of the search committee and sent to the Office of Human Resources and the appropriate Dean for review and **MUST** be approved before on-campus interviews may be conducted.

Search Committee Chairperson

Department

Position Title

Name of Candidate

Name of Candidate

Name of Candidate

Name of Candidate

The Dean will decide the number of candidates that are brought to campus for an interview.

A. Summarize search activities completed in accordance with Affirmative Action recruiting. (Please attach additional sheet if necessary.)

B. If women OR minority individuals are among the qualified pool but not brought forward for an interview or further consideration, a detailed explanation is necessary. e.g. How did their degrees/experiences compare with those brought forward, etc.? (Please attach additional sheet if necessary.)

Other pertinent information:

Approvals:

Associate Director of Human Resources Date

Dean Date

Please return to the Office of Human Resources prior to obtaining the Dean's approval and signature.