ACADEMIC RECRUITMENT

The basic policies that are essential to the effective functioning of an affirmative action recruitment program are followed by all members of the University involved in the academic recruitment process.

Although academic recruitment activities are decentralized, they must operate in close cooperation with the Faculty Equal Employment Opportunity (EEO) Coordinator. The Recruitment Plan is submitted and approved prior to initiation of the search phase. Failure to do so diverts from the University's affirmative action procedures and could conceivably result in invalidation of the academic unit's subsequent proposal for appointment. When the Recruitment Plan is reviewed and judged as satisfactory, the unit may proceed with its search. The recruitment procedures outlined in the plan are followed as closely as possible with significant deviations to be made only after consultation with and approval by the Faculty EEO Coordinator or the Provost.

Special attention is given to change(s) in the existing appointment of individuals if such change(s) will result in making the position one to which the procedures do apply. In each case, prior consultation with the Faculty EEO Coordinator is required. (For example, enlargement of FTE or extension of an appointment.) Normally a temporary or specified term appointment cannot be converted to a permanent appointment without a full affirmative action search. (Exceptions might be where such a search has been concluded with respect to the individual in the position.)

To this end, vacant positions are filled according to the procedure outlined in this document.

Position Approval and Advertising for Position

A. Initiation of Recruitment Process. The request for filling a vacant position originates in the academic unit (college/department/program) requesting the position. The "Authorization to Recruit Academic Personnel!" (Form A) and the "Academic Recruitment Plan"
(Form B) are used to initiate the recruitment process. A log number is assigned for each recruitment activity to link all inquiries and documents together.

B. Faculty EEO Coordinator Review. All position descriptions, announcements, and advertising materials are reviewed and approved by the Faculty EEO Coordinator before being submitted through channels for approval. The Faculty EEO Coordinator provides assistance in developing position descriptions and advertisements, selecting recruitment sources, and identifying appropriate professional registries. Final approval of the Provost must be received before any position can be announced.

C. Position Advertisement. After official approval has been received, the academic unit head prepares an affirmative action oriented position advertisement/announcement that contains the following information:

1. A description of the position including minimum educational and experiential requirements, and any special license or membership requirements.

2. A deadline for receipt of applications or a statement regarding duration of the call for applications.

3. If the position is temporary or term, a statement that it is temporary and the term thereof.

4. A statement, by academic term and year, of the effective date of the appointment.

5. The phrase, “The University of Alabama in Huntsville is an Equal Opportunity/Affirmative Action Institution.”

6. Care should be taken to insure that the advertisement does not contain language, statements, or conditions that, explicitly or implicitly, might be prejudicial in regard to such factors as sex, race, ethnic origin, religion, etc.
D. **University Reference.** All references to the University should include its complete identifying name, “The University of Alabama in Huntsville.”

E. **Recruitment Options.** Recruitment options for the position are listed below; however, the list should not be considered exhaustive.

1. Advertise nationally on websites and in newspapers or journals and both statewide and locally, if appropriate to the position.

2. Advertise in predominantly women’s and minority professional journals, and place in job listings of special interest groups representing women and minorities, when available.

3. Communicate to appropriate female and minority organizations and agencies and directories of graduating or recently graduated females and minorities, if such exist for the particular discipline.

4. Communicate to appropriate departments in predominantly female and minority colleges.

5. Communicate to department heads at academic institutions and to appropriate officers at other relevant institutions where minorities and females are most likely to be pursuing educational and professional opportunities.

6. Circulate the position advertisement internally via campus newspapers, etc. as a means of soliciting nominations or suggestions of qualified minorities and females.

7. Solicit names of potential female and minority candidates from University’s minority and female faculty and staff.

8. List the position advertisement with placement services at professional meetings.

9. Solicit names of potential women and minority candidates through personal contacts with professional colleagues.

10. Make the position advertisement available to those individuals in the female or minority categories who make informal inquiries by phone, personal contact, or
other means of showing interest.

11. Communicate through any appropriate media directly aimed toward affirmatively carrying out a policy of nondiscrimination.

12. Access electronic resources (i.e., Southern Regional Educational Board Black Scholar Directory, Minority & Women Doctoral Directory, and Committee on Institutional Cooperation Directory of Minority Ph.D. and M.F.A. Candidate and Recipients, and etc.) to identify female or minority persons who have qualifications appropriate for the advertised position.

F. **Affirmative Action Survey Card.** An Affirmative Action Survey Card (Form C) is sent by the recruiting unit to each applicant immediately upon receipt and acknowledgment of the application. The card is pre-addressed for return to the Faculty EEO Coordinator. The log number assigned at the time of authorization to recruit will be posted on the card by the recruiting unit to provide the necessary linkage in the recruiting process. These cards are available through the University Copy Center.

G. **Applicant Worksheet.** Upon receipt of the approved Authorization to Recruit and Academic Recruitment Plan, the search committee or the individual responsible for receiving the screening applications will prepare the Applicant Worksheet (Form D). The data accumulated on this worksheet is used to evaluate applicants and successful candidates from particular recruiting actions/sources and to assess these actions for future recruitments. Information collected over a period of time will provide a statistical base for analysis of hiring patterns.

**Screening**

A. **Search Committee.** An appropriate search committee screens applications and/or nominations for the approved faculty position. The search committee includes, whenever possible, qualified female and minority members of the faculty.
B. **Permanent File.** The academic unit head maintains, for every vacancy filled through recruitment process, a permanent file containing:

1. Copies of all advertisements/announcements used and all correspondence.
2. A record of all sources contacted or utilized in the recruitment process.
3. Copies of all applications received.
5. Letters of reference and notes on telephone calls or conferences concerning the applicants.
6. All other relevant materials of support that good-faith efforts were made to recruit a broadly representative applicant pool, that all candidates were treated fairly and equitably, and that the candidate selected was better qualified than those not selected.

C. **Applicant Worksheet.** The Applicant Worksheet (Form D) is prepared as follows:

1. An Applicant Worksheet is prepared by the search committee or the individual responsible for receiving and screening applications. The names of all candidates applying for the position are to be listed on the worksheet. Names of applicants are recorded chronologically by date of application received. It is advisable to enter name and application date information daily as receipt of applications are acknowledged and the Affirmative Action Survey Cards are sent out.
2. Because return of the Affirmative Action Survey Card is voluntary, it cannot be relied upon exclusively for information to complete the worksheet. As much of the necessary information as possible should be recorded on the worksheet during the recruitment and screening processes. The unit or search committee should not request racial, ethnic, sex, etc. information of applicants, but if this information becomes available to the unit or search committee without a specific request, *i.e.*, through personal contact, interviews at placement services during professional meetings, specific referrals of women and minority person, etc., it should be entered on the Applicant Worksheet.
3. After all applications have been received and screened, but before interviews are scheduled, the completed Applicant Worksheet is forwarded to the Faculty EEO Coordinator whereupon additional information that is available from the returned Affirmative Action Survey Cards will be posted.

4. After the Faculty EEO Coordinator has filled in any additional information collected from the survey cards, the Coordinator sends the original approved Applicant Worksheet to the recruiting unit and retains one copy for filing. This action will signify the completion of the screening process and the beginning of the interview process.

5. Before scheduling interviews, the unit or search committee shall insure that qualified female and black candidates, if available, have been included among these candidates given final consideration for interview. The Chair of the search committee should confer with the Faculty EEO Coordinator to review the candidate list prior to the on-campus interviews.

D. **Dossier.** A dossier will be established by the recruiting unit for each candidate for a position. It will include a résumé, the names, addresses and telephone numbers of at least three references or at least three letters of recommendation, and any other pertinent information deemed appropriate, e.g., reprints of publications or academic transcripts. All applicants will be considered who have completed dossiers and who meet the basic qualifications specified in the position announcement. Applicant files will be evaluated in relation to the criteria contained in the position announcement. Care will be utilized in the screening process to assure that the principles of equal opportunity and affirmative action are adhered to in the process.

E. **Non-U.S. Citizen Applicants.** The employment of non-U.S. citizens involves the application of immigration and naturalization laws, and discrimination against both resident and non-resident aliens may subject the institution to liability claims. It is imperative that the University Security Officer be informed at the outset of recruitment for possible employment of
any alien to a faculty position. Non-U.S. citizens are not eligible for tenured or tenure-track appointments. Questions concerning the application of civil rights laws to alien applicants should be referred to the Office of Counsel.

F. Approval for On-Campus Interview. The leading candidates for a position may be invited to the campus for an interview. Normally, no more than two or three applicants per position will be invited for a campus visit and interview. When the finalists have been selected and reviewed by the Faculty EEO Coordinator, the academic unit head will prepare the Request for On-Campus Interview of Candidates (Form E) which will include the names of the candidates and the estimated costs of the on-campus visit. The form must be accompanied by the résumé of the persons to be invited to the campus. The request must be approved by the appropriate dean and the Provost before the candidate(s) are invited to the campus.

G. Recruitment Expenses. The Provost, after consultation with the dean, may assist with recruiting expenses for minority candidates.

Interview Procedures

All persons invited to the campus will meet with the search committee, interested faculty members, and appropriate administrators. Where appropriate, a seminar or class lecture will be scheduled for the candidate. Senior associate professor and full professor candidates as well as candidates for appointment with immediate tenure are expected to interview with the Provost and, where appropriate, the Vice President for Research. All candidates invited to the campus for administrative positions (normally department chairs and above) or for associate professor and full professor positions of appointment with tenure will be scheduled for an interview with the Provost and the President. Candidates who are not U.S. Citizens must be scheduled for a meeting with the Immigration Officer.
Tendering an Offer

A. **Candidate Assessment.** At the completion of the interview process, appropriate discussions are conducted involving the administrator who requested the position, the search committee, and those persons who participated in the interview process. In selecting the final candidate, particular regard is given to the University’s affirmative action goals and objectives. Where candidates are assessed to be substantially equally qualified, a particular candidate’s status as a female or member of a minority group should be viewed as a favorable consideration in the final determination.

B. **Selection.** When the candidate for appointment has been determined, the academic unit head will prepare the Selection and Justification Report (Form F) and obtain the appropriate signatures. Distribution of the approved form will include a copy to the security officer when the selected candidate is a non-U.S. citizen.

C. **Letter of Offer.** The academic unit head will consult with the dean regarding the particulars of the proposed appointment. A draft letter of offer will be prepared by the dean. A faculty offer letter must be reviewed by the Faculty EEO Coordinator and approved by the Provost before it is sent to the candidate. After approval has been received, the dean will issue the letter of offer. Copies of the offer letter will be distributed to the Provost, the Vice President for Finance and Administration, the academic unit head, and the security officer, when appropriate.

D. **Declined Offer.** If the offer of the appointment is declined, steps B, C, and D above will be repeated until an offer is accepted or until the list of qualified and acceptable candidates has been exhausted.

E. **Affirmative Action Checklist.** A checklist summarizing the affirmative action procedures set forth in this policy is attached as Form G.
Temporary, Term and Visiting Appointments

Temporary appointments are generally the result of last-minute resignations, death, illness, budgetary problems, or an inability to fill an approved permanent position. Temporary one-term or one-year appointments are typically the solution; on occasion specified longer term appointments will be offered. In such instances, the hiring unit may send a letter to the Faculty EEO Coordinator requesting a waiver of the normal search procedures. When the request for a waiver of the search procedures is approved by the Faculty EEO Coordinator, the hiring unit will send a position announcement to the Faculty EEO Coordinator for endorsement prior to advertising the vacancy. Temporary appointments may provide opportunities for women and minorities to gain experience or complete terminal-degree requirements and subsequently be better prepared for later consideration. However, temporary appointments cannot be converted to permanent status unless a full affirmative action search has been conducted.

From time to time grant-funded appointments are offered to facilitate projects or programs under development. Advertisements and announcements for this type of appointment will stipulate that the position is available “contingent upon receipt of contract or grant funds.”

Also, a distinguished or retired faculty member from a prestigious university may be offered a visiting appointment to enhance a particular department or discipline. Appointments of this kind normally will be one year in duration.

Advertisements and announcements for short-term appointments include the minimum qualifications and expertise required for the position and any specific information about the term and type of appointment. Care must be taken to insure that the principles of affirmative action are carried out.

Part-Time Appointments

The guidelines for recruitment of part-time faculty will conform to the affirmative action plan outlined for recruitment of full-time faculty. The procedure for part-time recruitment is as follows:
A. **Anticipated Vacancy.** During the Spring term, each academic unit that anticipates the use of part-time faculty members during the next academic year shall make an effort to create a diverse pool of qualified individuals who are available to fill these anticipated positions.

B. **Unanticipated Vacancy.** If the unit has an unanticipated vacancy or if the pool becomes depleted prior to the end of the academic year, efforts will be made to identify a pool of persons at the time that the additional needs of the unit become known.

C. **Position Advertisement.** Advertising for the position shall proceed as follows:

1. Each college will determine whether these recruitment efforts will be conducted at the school-wide or departmental level. The responsible administrator (dean or department chair) will prepare an appropriate advertisement describing the anticipated position(s) available. These advertisements shall conform to existing affirmative action guidelines and shall be approved by the Faculty EEO Coordinator.

2. The advertisement shall clearly indicate the name, address, and title of the person who is authorized to receive applications. The application process shall require an application form or résumé, an official copy of the most recent transcript, and names and addresses of three references.

3. A copy of the advertisement and purchase requisition is approved by the appropriate dean and transmitted to the Purchasing Department.

4. Advertisements are placed in the local newspapers and on the University website. Position announcements are sent to local colleges and universities and the Office of Human Resources.

5. Advertisements are sent to minority and female organizations and agencies in the community whenever applicable.

6. Advertisements shall run for a period of not less than four consecutive days or two consecutive Sundays with a cut-off date for receipt of applications at least two weeks after the last publication date.
D. Additional Conditions. This procedure does not restrict the ability of the unit to add qualified persons to the pool at any time during the academic year as new persons are justified.

E. Approval for Offer. Before an offer is made, the administrator filling the vacancy will submit the name(s) of the individual(s) to be hired to the Faculty EEO Coordinator for approval. The listing of the names of the persons in the pool who are qualified for the position also will be submitted. If the pool of acceptable candidates includes female or minority candidates and the individual selected for the position is not from one of these groups, written justification must be provided for not selecting one of those individuals. The approval of the Faculty EEO Coordinator is required prior to making an offer.

F. Retention of Applications. All applications will be kept current for a minimum of one year. Each Spring the appropriate administrator will contact each person in the pool to determine whether that person wishes to remain in the pool for the next year and to determine any changes in the status of the applicant.

General Responsibilities in Academic Recruitment

The foregoing policies and procedures shall become a part of every recruitment effort for academic positions (including temporary positions) at the University. In those instances where unsuccessful recruitment or other factors have altered a position description, policies and procedures regarding affirmative action will be re-implemented for further recruitment.

The academic unit head is expected to maintain an up-to-date list of potential women and minority candidates for appointment at each level of instruction, including those locally available for part-time instruction.

Deans of the colleges should seek to identify, on a continuing basis, departments or categories within the school where proportions of women or minority persons fall substantially below the estimates of women and minority Ph.D. holders in the United States for the category of scholars in question. Specific inquiries should be made in such cases to determine the reasons 12/11
for such disparities and to bring such facts to the attention of the department or unit involved.

Retention of Applications
Applications for faculty positions will be retained in the appropriate department/academic unit office for that period of time stated in the University's Record Management Policy.

Recruitment Expenses
All authorized expenditures of the interview will be paid from the appropriate dean's recruitment account. These include but are not necessarily limited to:

- The candidate's personal expenses (transportation not exceeding economy air fare, meals, lodging for a maximum of two nights) incurred during the visits.
- The chairperson's and faculty members' expenses incurred during the interview process for meals and miscellaneous items.
- Reasonable advertising costs.
- The cost of trips for recruitment at conventions and/or conferences when prior approval has been obtained from the dean.
- Other expenses, as appropriate. In general, expenses relative to candidates' spouses cannot be approved.
OFFICE OF ACADEMIC AFFAIRS
AUTHORIZATION TO RECRUIT ACADEMIC PERSONNEL

Department/Program: ______  College: ______

Proposed Area(s) of Specialization: ______

Proposed Academic Rank: ______  Proposed Date for Appointment to Begin: ______

Status of Position:  □ Tenure-Earning  □ Temporary  □ Part-time  □ Other

Current Policy Salary Range: ______

Position is:  □ New  □ Replacement; for whom ______

Budget Account No(s): ______  Position No(s): ______  Budgeted Salary: ______

Position description and characteristics of person to be recruited. These statements will form the basis of recruitment advertisements. The characteristics constitute the criteria for screening applicants. Only minimum, objective, job-related requirements should be stated.

_____

Justification for continuation of the position and changes in position description (if recruitment is for replacement). Explain any change in emphasis and its effect on the academic program.

_____

Search Committee Membership: ______

________________________  ________________________
Department/Program Chair  Date  Dean  Date

________________________  ________________________
Faculty EEO Coordinator  Date  Provost and Vice President for Academic Affairs  Date

Distribution of Approved Copies:
Original  Provost and VP for Academic Affairs
Canary  Faculty Equal Employment Opportunity Coordinator
Pine  Dean
Goldenrod  Department/Program Chair

An Affirmative Action/Equal Opportunity Institution

FORM A
(rev. 2/22/00)
OFFICE OF ACADEMIC AFFAIRS
ACADEMIC RECRUITMENT PLAN

Rank/Title:______
Department/Program:______ | School:______
Opening Date for Applications:______ | Expiration of Application Period:______
Proposed Date for Selecting Interviews______ | Proposed Date for Appointment to Begin______

The list of recruitment options below should not be considered exhaustive. It is intended to provide a convenient means of reporting recruitment plans to suggest some additional sources. Please check the search procedures that are being proposed for the above named position.

ALL POSITIONS MUST BE REGISTERED WITH THE FACULTY EEO COORDINATOR.

☐ 1. Place advertisements in appropriate professional journals, newsletters, and job registries. (Please list below.)
   NOTE: Make sure ads carry Equal Opportunity/Affirmative Action Institution tag line.

☐ 2. Place advertisements in professional journals, newsletters, and job registries specifically geared to the attention of minority persons and women. (Please list below.)
   NOTE: Make sure ads carry Equal Opportunity/Affirmative Action Institution tag line.

☐ 3. Send letters to academic departments that might have degree candidates who qualify as candidates for the position. NOTE: Include expressed interest in identifying women and minority candidates.

☐ 4. Send letters to relevant departments at women's colleges and predominantly minority colleges. NOTE: Include expressed interest in identifying women and minority candidates.

☐ 5. Utilize professional contacts to solicit the names of potential women and minority candidates specifically.

☐ 6. Utilize placement services at professional meetings. (Please list potential professional meetings and dates.)

☐ 7. Solicit referrals from women and minorities presently on the faculty or staff.

☐ 8. Solicit referrals from the chairperson and members of the University's Equal Opportunity/Affirmative Action Committee.

☐ 9. Seek assistance in identification of women and minorities from the Faculty EEO Coordinator. (Applicable to colleges/schools only.)

☐ 10. Review records from previous searches for a similar position in the department for women and minorities.

☐ 11. Consider individuals currently in temporary positions.

☐ 12. Utilize available professional files, registries, and data banks to identify potential women and minority candidates. (Please list below.)

☐ 13. Contact women and minority organizations, associations and agencies. (Please list below.)

☐ 14. Contact related businesses and institutions in the area for professionals interested in a teaching position.

☐ 15. Contact known women or minority persons in the profession for referrals.

☐ 16. Other (Please specify.)

Person completing this form Date Faculty EEO Coordinator Date
AFFIRMATIVE ACTION FORM

The information below regarding race and sex is needed for the purpose of completing government reports to help determine the University’s progress in hiring minorities and females. Your application will not be adversely affected, should you choose not to provide information; however, we do hope that you will assist us in evaluating our affirmative action progress. We are also asking for your name and the position for which you are applying to help us identify your information with the right recruitment effort.

Log No. ______

A. ETHNICITY & RACE

1. Are you HISPANIC OR LATINO? Yes______ No______

Select one or more races:

2. _____ AMERICAN INDIAN OR ALASKA NATIVE

3. _____ ASIAN

4. _____ BLACK OR AFRICAN AMERICAN

5. _____ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

6. _____ WHITE

Choose gender and age:

Male____ Female_____ Age____ (yrs)

B. IMMIGRATION STATUS

Citizen status:

U.S. _____ Non-U.S. _____

Permanent Resident___________

Immigration Status___________

C. OTHER INFORMATION

Name_________________________________________________________

Title of Position Applying for ______________________________________

Department ___________________________________________________

How did you learn about this position?

1. _____ Advertisement in professional journal, newsletter, or job registry (Please indicate name)

2. _____ Personal contact from department

3. _____ Direct written correspondence from department

4. _____ Other (Please specify)

PLEASE EMAIL FORM TO: CAROLE JACKSON at Carole.Jackson@uah.edu.

An Affirmative Action/Equal Opportunity

cj/provost/3/09

FORM C
**OFFICE OF ACADEMIC AFFAIRS**  
**APPLICANT WORKSHEET**

**Log No.: _____**

**Rank/Title of Position Under Recruitment:**

**Department/Program:**

**College:**

Please complete columns below according to the following codes as indicated.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
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<tbody>
<tr>
<td>Type of Applicant</td>
<td>Action</td>
<td>Recruiting Source</td>
<td>Race</td>
<td>Sex</td>
</tr>
<tr>
<td>New</td>
<td>1 Would definitely like to interview</td>
<td>Use numbers as specified on Form C (AA survey form)</td>
<td>1 Hispanic or Latino</td>
<td>1 Male</td>
</tr>
<tr>
<td>Promotion</td>
<td>2 Would possibly like to interview</td>
<td>2 American Indian or Alaska Native</td>
<td>2 Female</td>
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<tr>
<td>Transfer</td>
<td>3 Not as qualified as those selected for interview</td>
<td>3 Asian</td>
<td></td>
<td></td>
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<tr>
<td>Reclassification</td>
<td>4 Did not meet minimum qualifications</td>
<td>4 Black or African American</td>
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<td></td>
<td>5 Incomplete application</td>
<td>5 Native Hawaiian or other Pacific Islander</td>
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<td></td>
<td>6 Withdraw</td>
<td>6 White</td>
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<tr>
<th>Name</th>
<th>Date</th>
<th>Years of Related Experience</th>
<th>Type of Applicant A</th>
<th>Action B</th>
<th>Recruiting* Source C</th>
<th>Ethnic* Race D</th>
<th>Sex* E</th>
<th>*Immigration Status</th>
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<tr>
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<td>Appl. Rec'd</td>
<td>Teaching</td>
<td>Professional</td>
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<td>AA Survey Card Sent</td>
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*Departments should provide information if available; information from AA Survey Form will be supplied by the Faculty Equal Employment Opportunity Coordinator.*

**Person completing form** (Date)  
**Faculty Equal Employment Opportunity Coordinator** (Date)

**Department/Program Chair** (Date)  
**Dean** (Date)

FORM D Revised 1-09
<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Years of Related Experience</th>
<th>Type of Applicant</th>
<th>Action</th>
<th>Recruiting Source</th>
<th>Ethnic Race</th>
<th>Sex</th>
<th>*Immigration Status</th>
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**SUMMARY**

Additional sheets can be copied from this side. Please make sure Log No. is recorded on first line above.
OFFICE OF ACADEMIC AFFAIRS
REQUEST FOR ON-CAMPUS INTERVIEW OF CANDIDATES

Log No.:____
Date:____

Rank/Title:____
Department:____
College:____

Candidate Information:

1. a) Name____
   b) Traveling From
      City______
      State____
   c) Tentative Dates of Visit
      From______
      Through____
   d) Estimated Transportation Cost
      $____
   e) Estimated Cost of Meals, Lodging, Etc.
      $____

2. a) Name____
   b) Traveling From
      City______
      State____
   c) Tentative Dates of Visit
      From______
      Through____
   d) Estimated Transportation Cost
      $____
   e) Estimated Cost of Meals, Lodging, Etc.
      $____

Total Estimated Cost of Interviews
$____

What constituted the Affirmative Action effort for this position?____

_________________________________________
Department/Program Chair

Approval is hereby granted to interview on campus for the position described above. The Dean's Office will reimburse the department/program an amount not to exceed $

Faculty EEO Coordinator Date

Dean Date

Provost and VP for Academic Affairs Date

Original: EEO Coordinator Copies: Dean, Department, Security Officer
An Affirmative Action/Equal Opportunity Institution
Form E
OFFICE OF ACADEMIC AFFAIRS
SELECTION AND JUSTIFICATION FOR ACADEMIC APPOINTMENT

Log No. ______

Name of Successful Candidate: ______
Recommended Rank: ______
College: ______
Sex: ______

Proposed Date of Appointment: ______
Department: ______
Race or Ethnic Group: ______

Citizenship: U.S. □ Non-U.S.* □ Immigration Status ______

List any additional recruitment sources or activities developed during the recruitment process but not included in the submitted Recruitment Plan. ______

What constituted the affirmative action effort (additional efforts to locate and consider women and minorities) in this recruitment. ______

Give the number of applicants in each category for whom complete applications were received. Consult the applicant worksheet.

<table>
<thead>
<tr>
<th>MALES</th>
<th>FEMALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL APPLICANTS M/F</td>
<td>TOTAL APPLICANTS M/F</td>
</tr>
<tr>
<td>TOTAL MALES W B HISP ASIAN PI AMER IND UNKN</td>
<td>TOTAL MALES W B HISP ASIAN PI AMER IND UNKN</td>
</tr>
</tbody>
</table>

Why was this candidate selected over other candidates? ______

On a separate page, list all candidates interviewed and specific reasons for non-selection. These reasons must be job related. Use the following format.

**Candidate**  **M/F**  **Ethnic Description**  **Reason for Non-Selection**

Please review your applicant worksheet. If you have a 1 (would like to interview) by any candidate's name, explain why the applicant was not interviewed. Be as descriptive as possible and relate reasons to job requirements.

Department/Program Chair __________________ Date ______

Dean __________________ Date ______

Faculty EEO Coordinator __________________ Date ______

*Signature of Director of Regulatory Compliance Required

Original: EEO Coordinator  Copies: Dean, Department, Director Regulatory Compliance  Form F
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
CHECKLIST OF AFFIRMATIVE ACTION PROCEDURES FOR ACADEMIC APPOINTMENTS

The following procedures conform to the University's Affirmative Action Plan and are required for the appointment of all faculty, including tenured and tenure-earning appointments, clinical and research faculty, temporary lecturers and instructors, and part-time faculty. It is recommended that colleges annually place a local ad in the Huntsville Times listing all potential part-time positions within the college so that one authorization and advertisement can be used. Forms for the Office of the Provost are on line at http://www.uah.edu/provost.

1. Requests to fill a position originate in the department or program and are forwarded to the dean of the college. The college develops a list of recruiting priorities for the academic year.

2. The dean discusses recruiting priorities with the Provost and obtains permission to open a position(s). Both budget and program needs must be identified and justified.

3. When permission has been obtained from the Provost, the following steps must be taken:
   a. Review the appropriate sections of the Faculty Handbook on appointment of faculty and affirmative action commitment. Review the University Affirmative Action Plan, available in each department and dean's office.
   c. Prepare Form B: Academic Recruitment Plan

      Care must be taken to attract a large pool of qualified applicants and specific efforts must be made to locate women and minority candidates. State precisely in what publications the advertisement will appear.
   d. Prepare the advertisement and attach a copy to the Recruitment Plan.

      Ads must describe the position, state the qualifications required, the person to contact, the date the position will be filled, and the cut-off date for applications (allow at least 30 days after the placement of the ad except in unusual circumstances). Include an Affirmative Action Statement. Be sure that each standard associated with the position is related to successful performance and does not screen out potential female and minority candidates.

4. Obtain the necessary approvals for the above forms and for the advertisement.
   a. After the dean has reviewed the forms and the ad, send all paperwork to the Faculty Equal Employment Coordinator, Shelbie King Hall 364. Advertisements for positions cannot be placed without review and approval of the Recruitment Plan and the ad. A log number will be assigned that is used for all forms and correspondence related to the position.
   b. All paperwork will be forwarded to the Provost for approval. Copies will be returned and the ad may then be placed and distributed as appropriate.

5. Place the advertisement through the usual purchasing procedures. Maintain records and document efforts to reach minority and women candidates such as notes of telephone conversations and correspondence with individuals, organizations, and universities.
6. Upon request, the Faculty Equal Employment Coordinator will meet with the search committee to explain policies and procedures. **Qualified minority applicants must be included among the finalists if available in the applicant pool.**

7. When the applications begin to arrive, initiate the following steps:
   a. Record the applicant information on the **APPLICANT WORKSHEET (Form D)**. Fill out any of the columns on which information is available from the resume, including gender and ethnic description. Columns A and B on the Worksheet must be completed by the Chair.
   b. Send each applicant an affirmative action survey form, which will be returned by the applicant to the Faculty Equal Employment Coordinator. **PUT THE LOG NUMBER OF THE POSITION ON THE SURVEY FORM (FORM C) BEFORE MAILING; otherwise we cannot match the person to the position.**

8. At the close of the application deadline, send the completed Applicant Worksheet to the Faculty Equal Employment Coordinator who will add information from the survey cards and return a copy. **WORKSHEET MUST BE COMPLETED BEFORE INTERVIEWS ARE SCHEDULED,** as the candidate pool is closely monitored by the Faculty Equal Employment Coordinator to insure compliance.

9. **After conferring with the Faculty Equal Employment Coordinator,** prepare **Form E** to obtain permission to interview. Attach resumes of the candidates. Form E must be approved by the EEO officer and the Provost prior to a campus interview. Review Faculty Handbook for events to be scheduled during an interview. **CANDIDATES BEING CONSIDERED FOR TENURED OR SENIOR-LEVEL APPOINTMENTS MUST BE SCHEDULED FOR A MEETING WITH THE PROVOST AND THE PRESIDENT. Candidates who are NOT U.S. CITIZENS must be scheduled for a meeting with the Immigration Officer.**

10. When a recommendation for appointment has been decided, initiate the following steps:
    a. **Complete Form F:** Selection and Justification for Academic Appointment with recommendation of choice for the position and necessary documentation to dean for endorsement. Send Form F to the Faculty Equal Employment Coordinator for endorsement.
    b. **After endorsement by the Faculty Equal Employment Coordinator,** the dean obtains written approval for the appointment from the Provost and issues a letter of offer. No appointment, written or verbal, may be made without the approval of the Provost.

11. If the candidate accepts, notify the Provost and the Faculty Equal Employment Coordinator that the offer has been accepted. Also, notify them if the candidate does **not accept.** Check that **ALL** Affirmative Action Forms have been completed.

12. If the candidate does not accept, review the applicant pool, return to number 9 above and repeat process.

13. If the position is not filled, in most cases, it will be necessary to close out the position and begin the recruitment process from Step 1 at the beginning of a new academic year.

14. Maintain all recruiting records, including completed applications, for three years.