

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.
 - b. **Prepare Form A:** Authorization to Recruit Academic Personnel. **Attach a spread sheet** identifying funding sources along with the Authorization to Recruit. (A copy of the *letter of resignation* is required for replacement positions).
 - 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.