

SUMMARY OF FAIR SEARCH PROCEDURES FOR PER COURSE FACULTY SEARCHES

1. Department* submits Request to search

The Dean of Arts and Sciences (Dean) and/or Provost review requests for hiring. The Dean or Provost approves requests in an **Authorization Memo**, which includes information on the fair search process. The authorization allows the Chair to hire an individual known to possess the credentials needed to teach the course, or to seek out candidates.

- * For the purposes of this document, the term 'department' denotes the academic administrative unit(s) seeking to make an appointment. In general, the Dean will be the contact for appointments in Arts and Sciences, and the Provost for appointments to the graduate professional schools.

2. Search Plan

A search plan is not required for this type of search.

3. Advertisement

Advertising for these searches is usually informal networking. However, if more formal advertising is used, draft ads for positions, with estimates of cost, must be submitted to the Dean's or Provost's Office for review before they are posted.

4. Departmental Preparation for processing Applications

- a) Upon receipt of applications, the Academic Administrator will mail (or e-mail) each candidate an Applicant Pool Form. This form is available on the Dean's Office web site.
- b) The Academic Administrator will start tracking numbers for the Applicant Register.

5. Fair Search Report (see form below)

- a) The Fair Search Report should include:
 - i) the completed Applicant Pool and the Applicant Register (see p.2);
 - ii) copies of ads, other recruiting documents, and lists of contacts, e.g. emails, minority organizations, caucuses or departments called;
 - iii) a brief written report of the above efforts;
 - iv) a statement of the criteria used to evaluate all candidates interviewed; and
 - v) an explanation of the bona fide reasons for the elimination of female and/or minority applicants interviewed.
- b) The Chair submits the Fair Search Report (see p.3) and the appointment recommendation to the Dean's Office or Provost's Office for approval.
- c) The Dean or Provost sends a letter of appointment.

POSITION **DEPARTMENT**

DESCRIPTION OF APPLICANT POOL

Total number of applicants (any individual from whom the department received materials for the purpose of applying for this particular opening)

Total number of identifiable minority applicants:

Male Female Unknown

Breakdown:

Asian Male	Asian Female
American Indian Male	American Indian Female
Black Male	Black Female
Hispanic Male	Hispanic Female
Native Hawaiian Male	Native Hawaiian Female
White Male	White Female
Unknown Male	Unknown Female

Total Male Applicants **Total Female Applicants**

RACIAL/ETHNIC DEFINITIONS*

A=Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

AI=American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

B=Black or African American: A person having origins in any of the black racial groups of Africa.

H=Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

NH=Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

W=White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

* These definitions are based upon those found in the EEOC Census Guidance.

APPLICANT REGISTER FOR POSITION (example)

Name	Date of Application	Race/ Ethnicity	Sex	Disposition/ Remarks	Date Applicant Pool Letter Sent
-------------	----------------------------	----------------------------	------------	---------------------------------	--------------------------------------------

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
FAIR SEARCH REPORT FORM FOR PER COURSE FACULTY SEARCHES**

Send to: Assistant Dean (FAX: 63457; MS 120)

Offers of employment will be made by the Dean of Arts and Sciences or the Provost, only when this form is completed and signed by the Department Chair, and the Dean or the Provost. Letters of appointment will not be sent until this **Fair Search Report** form has been completed and signed.

Selected Candidate's Name Department Rank

- 1) Please do the following:
- a) Rank the candidates on the final shortlist.
 - b) State the criteria used in evaluating candidates for this ranking. Include reasons for the elimination of any female and minority finalists on the shortlist.
 - c) State the reason for the selection of the nominee.

CANDIDATES INTERVIEWED (List candidates in the order in which offers will be made if your first selection turns down the offer.)

Name	Sex	Visually Identified Race	Reason for not hiring (please use code*)	Reason for hiring
1)				
2)				
3)				
4)				
5)				

If there are not enough lines for candidates who were interviewed, please continue on a separate sheet.

* REASONS FOR NOT HIRING MUST BE BONA FIDE OCCUPATIONAL QUALIFICATIONS TAKEN FROM THE CRITERIA USED IN EVALUATING THE CANDIDATE

- 1) Candidate did not demonstrate knowledge of research on the level of the chosen candidate
- 2) Candidate did not present evidence of relevant teaching experience
- 3) Candidate did not have the level of publications of the chosen candidate
- 4) State other specific reason

Signatures:

Department Chair Date

Dean of Arts and Sciences or Provost Date