

Date: _____

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

AFFIRMATIVE ACTION COMPLIANCE REPORT
Tenure-track Academic Year or 12 Month Appointments

This report must accompany every tenure-track appointment, academic year or 12 month, and must be signed by the appropriate Department Chair, College Affirmative Action Committee Chair, College Dean, Director of Affirmative Action Services, and Academic Vice President. *(Attach additional sheets as necessary.)*

Department: _____

Date of Report: _____

Dept. No.: _____

Position: _____
(Rank and Step)

Position No.: _____

Appointment Effective:

_____ 20____

- a. Academic Year
- b. 12 Month
- c. Administrative
- d. Other _____

Name of Recommended Candidate: _____

Ethnicity (if known)

Sex: M F

- | | |
|--|---|
| <input type="checkbox"/> 1 Black | <input type="checkbox"/> 6 Pacific Islander |
| <input type="checkbox"/> 2 Asian | <input type="checkbox"/> 7 Native American |
| <input type="checkbox"/> 3 Other Non-White | <input type="checkbox"/> 8 Filipino |
| <input type="checkbox"/> 4 Hispanic | <input type="checkbox"/> 0 Unreported |
| <input type="checkbox"/> 5 White | |

FINAL CANDIDATE:

List below the final candidates for the position, including the candidate recommended for appointment.

Name	Sex	Ethnicity (use code no. above)	Interviewed (yes/no)
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Department: _____

RECORD OF RECRUITMENT SEARCH

This should be a complete record of the search. Please be specific. Copies of position descriptions, announcements, advertisements, and any other recruitment notices and a description of mailing lists must accompany this package.

1. Period during which recruitment was conducted:

Date of first advertisement _____

Date applications closed _____

2. Organization, agencies, groups, persons, etc., to which/whom a recruitment notice was sent. (*Attach copy of mailing list.*)

Mailing Lists approved previously: (additional copies not attached):

3. Publications and dates of publication in which the position was advertised and the cost. Attach copies of all advertisements as they appeared in the publication.

4. Other special contacts initiated in addition to the above, such as professional meetings, telephone calls, special correspondence and similar information.

Department: _____

List below, or attach on a separate sheet, the required qualifications of the individual and the department selection criteria for this position prepared in advance of recruitment. These must be job related and must be consistent with the attached position description and advertisements.

Explain why this candidate is recommended for appointment to the position according to the selection criteria stated above. Include comparisons of the qualifications of this person with those of final candidates. Please be specific.

PAGE 4 IS THE TENURE TRACK APPLICANT FLOW ANALYSIS (copy available on disk)

PAGE 5 IS THE FACULTY POSITION ANNOUNCEMENT

COMPLIANCE STATEMENT

I/We certify that the information in this report is accurate and reflects a good faith effort by the selection committee to comply fully with all applicable equal employment opportunity and affirmative action policies and procedures. I/We recommend approval of the recruitment and selection process.

Selection Committee Chair

Date

Department Chair

Date

College Affirmative Action Committee Chair

Date

Dean

Date

I have reviewed the recruitment and selection process contained in this report. It does does not comply with the University's policies and procedures regarding equal employment opportunity and affirmative action. (If it does not comply, the specific reasons are attached for review and consideration by the Vice President for Academic Affairs.)

Executive Director of Diversity

Date

I have reviewed the recruitment and selection process contained in this report. I approve disapprove this report.

Vice President for Academic Affairs

Date