UNIVERSITY OF PENNSYLVANIA FACULTY EQUAL OPPORTUNITY COMPLIANCE STATEMENT

TO: **THE PROVOST**RE: **APPOINTMENT**

Proposed Academic Class/Category: (Check class and category)

	☐ Standing Faculty (check below)	☐ Associated Faculty	☐ Academic Support Staff		
	Tenured Tenured Track Not Tenured (Clinician-Educator)	Research Faculty Academic Clinician Clinical Faculty Practice Professor Wistar Institute	Lecturers (all classifications except "C") Artist-in-Residence Instructor Research Associate Clinical Associate		
Scho	pol:				
Dep	artment:				
	ne of Candidate:ent Title:	Sex:	Ethnicity: (insert numeric codes – see page 3)		
	e candidate currently employed at the Univers	·	Yes		
	posed date of Appointment:				
Onl only sucl	Target of Opportunity in the following factory in rare and exceptional instances is it power when a person of unquestioned preeming cases, briefly summarize why it is believed. QUIRED – A full explanation is required.	culty classes only: Standing Faculty, ossible to make an appointment with tence becomes available and the United that this recommendation warrant	out a search. This exception is possible iversity can justify the appointment. In		

SUMMARY OF DEPARTMENTAL ACTION FOR APPOINTMENT

I. SEARCH PROCESS

- 1. Where did you advertise (e.g., professional journals, on-line, caucus newsletters, newspapers)? Enclose copies of advertisement(s). Submit at least two advertisements along with dates of publication.
- 2. List those professional minority and women's organizations you consulted with regard to this search.
- 3. If you contacted universities, schools, and departments, attach a list.
- 4. Submit a sample letter used to make these contacts. The letter should show that schools and departments were encouraged to submit the names of women and minority persons.
- 5. List the women and minority scholars whose help you have solicited in filling this position.

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II.	THE CANDIDATE POOL									
1. N	NOTE: Departments are required to maintain all applications on file for	three years	Total All	Total Female	Total Minority	Total Unknown				
a)	Number of persons considered via applications, referrals, dossiers of telephone, video conference, conference, etc.	on file,								
b)	Number of persons interviewed									
c)	Number of persons invited for an interview but declined									
2. C a)	Candidate and Applicant Data Indicate the racial and gender categories of the proposed candidate and (Insert numeric code $1-5$; see categories and definitions on page 3).				ary.	l				
	Name	Sex	Race	Interview Reason(s) not Recommended						
Reco	ommended Applicant:									
Othe >	er Applicant(s) Interviewed:									
>										
>										
>										
>										
	If there is only one applicant listed and/or the candidate is an internal h below. See codes and definitions on page 3.	ire, please pi	ovide justifi	cation in the	e comment	section				
4.	Attach a CV of the Candidate If the candidate is neither minority nor female, submit the dossiers (curriculum vitae and recommendation letters) of the two most qualified members of minority groups and the two most qualified women considered.									
Ī										
-	Name of Candidate If yes, please list the names below. Include the race and gender codes for each cand			:	Race					
	11 yes, preude not the names serow. Include the race and gender codes	Tor cucir cur								
-										
	Describe the reasons for selecting the proposed candidate. If minori indicate <i>specifically</i> why the candidate was deemed the most qualified					not chosen,				
Com	nment(s):									
—— III.	CERTIFICATION OF COMPLIANCE All persons signing this compliance form attest that a good faith effor this position in compliance with relevant University policies an opportunity/affirmative action.									
Depa	artment Chair/Hiring Officer Date AA	Compliance	Officer		D	ate				

Provost or Provost's Representative Dean or Dean's Representative Date Date Rev. November 2006 Page 2 of 3

UNIVERSITY OF PENNSYLVANIA

FACULTY EQUAL OPPORTUNITY COMPLIANCE STATEMENT

The concept of race as used by the Office of Federal Contract Compliance Programs (O.F.C.C.P.) and the Equal Employment Opportunity Commission (E.E.O.C.) does not denote clear-cut scientific definitions of anthropological origins. Nevertheless, each employee or candidate must be identified as belonging to one, and only one, of five broad racial/ethnic categories defined by federal authorities. A candidate may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging.

FEDERAL RACE AND ETHNICITY DEFINITIONS

The categories for data on race and ethnicity for Federal statistics and civil rights compliance are defined as follows:

- 1. Black (not of Hispanic origin): A person having origins in any of the black racial groups of Africa (except those of Hispanic origin)
- 2. Asian/Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- 3. White (not of Hispanic origin): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- 4. Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **5. American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

SEX

- 1. Female
- 2. Male

INTERVIEW METHOD

- 1. Interviewed by telephone
- 2. Interviewed by video conference
- 3. Interviewed in person

REASON NOT RECOMMENDED

- 1. Previous experience not as strong
- 2. Did not possess preferred educational level
- 3. Position related skills not as strong
- 4. Applicant salary requirement too high
- 5. Applicant did not show for interview
- 6. Applicant interviewed withdrew from consideration
- 7. Applicant rejected offer
- 8. Applicant decline interview
- 9. Other (note reason in the additional comment section on page two)

REASON ONLY 1 APPLICANT INTERVIEWED

- 1. Other applicants lacked specific position knowledge/experience
- 2. Other (note reason in the additional comment section on page two)
- 3. Waiver has been granted (summarize reason in the recommendation in the absence of a search section on page one **AND** record reason code under the Candidate and Applicant Data section, in the reason(s) not recommended column on page two)
 - [See Affirmative Action Guidelines for Target of Opportunity]

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