

**UNIVERSITY OF PENNSYLVANIA**  
**FACULTY EQUAL OPPORTUNITY COMPLIANCE STATEMENT**

TO: The Provost  
RE: *Promotion*  
Department: \_\_\_\_\_  
Name of Candidate: \_\_\_\_\_  
Present Rank \_\_\_\_\_  
Proposed Rank: \_\_\_\_\_  
Proposed date of Promotion: \_\_\_\_\_

This recommendation is made in accordance with University policy on equal opportunity, as stated in Provost's Memorandum #6-80 (September 2, 1980).

The concept of race is 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. The five racial/ethnic categories are defined as follows:

1. *White* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. *Black* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
3. *Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Only those persons of Central and South American countries who are of Spanish origin, descent, or culture should be included in this Hispanic category. In addition, the category does not include persons from Portugal, who should be classified according to race.
4. *Asian or Pacific Islanders*: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. The Indian Subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.
5. *American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**NOTES:**

- a) When listing *minority* candidates, include only persons in categories 2-5 above.
- b) Refer to instructions for use of the compliance form, in "Affirmative Action Guidelines and Procedures for Faculty Appointments and Promotions: (Provost's Memorandum #6-80, September 2, 1980).

**SUMMARY OF DEPARTMENTAL ACTION FOR PROMOTION**  
**IN COMPLIANCE WITH AFFIRMATIVE ACTION**

**1. THE CANDIDATE**

1. Previous and present appointment at the University of Pennsylvania  
RANK DATES
2. Field and/or subfields of interest:
3. Enclose an updated curriculum vitae and recommendation letters for the candidate.

**[GOLDENROD]**

**II. THE DEPARTMENT**

1. Give the names, ranks, and years of experience of all the women and minority persons presently in the department, who have appointments in the Standing Faculty, the Standing Faculty-Clinician-Educators, and the Associated Faculty.

Name	Rank	Years in Dept	Black		Hispanic		Asian		American Indian		White F
			M	F	M	F	M	F	M	F	

2. The affirmative action plan requires that “full and fair consideration be given to all minority and female candidates presently on the faculty who might properly also be considered at this time for promotion.” List all members of the department of the same rank and an equal or greater number of years of service in rank as the proposed candidate. If some of this group have been recommended for reappointment or promotion, or have been notified of termination, please so indicate.

Other members of the department of the same rank and equal or greater number of years of service in that rank.

Name	Present Rank	Date of Original Appointment	Recommended by Dept.		Notified of Termination	No Action
			Reappointment	Promotion		

**III. CERTIFICATION OF COMPLIANCE**

**1. Department Chairperson**

In your judgement, does the recommendation appear to be in compliance with the University’s affirmative action program, with respect to the following:

- (a) Was full and fair consideration given to all minority, female, and other candidates of the same rank presently in the department?

Yes ( ) No ( )

- (b) Did the chosen candidate have qualifications equal or superior to those of all minority, female, and other candidates of the same rank presently in the department?

Yes ( ) No ( )

List all such candidates and give the criteria for your answer.

---

---

---

---

---

\_\_\_\_\_

Date

\_\_\_\_\_

(Signed) Chairperson

**2. School Affirmative Action Officer**

(a) Please set forth here any comments on III. 1. (a) and (b).

---

---

---

(b) Recommendation

- (i) Recommend for approval ( )
- (ii) Recommend for approval, with reservations ( )
- (iii) Do not recommend for approval ( )

If (ii) or (iii) is checked, please give reasons:

---

---

---

---

\_\_\_\_\_

Date

\_\_\_\_\_

(Signed) School Affirmative Action Officer

**3. Dean and Provost**

On the basis of my review of this documentation, I certify that University policies regarding affirmative action have been observed.

\_\_\_\_\_

Date

\_\_\_\_\_

(Signed) Dean or Dean's Representative

\_\_\_\_\_

Date

\_\_\_\_\_

(Signed) Provost or Provost's Representative