

UNIVERSITY OF PENNSYLVANIA
FACULTY EQUAL OPPORTUNITY COMPLIANCE STATEMENT

TO: The Provost
RE: **Termination** of Appointment in the Standing Faculty or the Standing Faculty – Clinician-Educators
Department: _____
Name of faculty member: _____
Proposed date of termination: _____

This compliance statement is submitted 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 ACTION

I THE FACULTY MEMBER

1. Present rank: _____
2. Dates of present appointment: _____
3. Date of original appointment at the University of Pennsylvania: _____
4. Previous appointments at the University of Pennsylvania:

Rank

Dates

5. Field and/or subfields of interest:

6. Enclose an updated curriculum vitae.

[SALMON]

3. List all members of the department who, during the past three years, were promoted or reappointed to the rank which would have been held by the faculty member who is leaving the Standing Faculty or the Standing Faculty-Clinician-Educators:

Name	Present Rank	Date of Original Appt.	Reappointment		Promotion	
			Rank	Date	Rank	Date

III. COMPLIANCE STATEMENT BY DEPARTMENT CHAIRPERSON

1. This action has been initiated by:
 - (a) recommendation of the department ()
 - (b) recommendation of the school personnel committee ()
 - (c) recommendation of the provost's staff conference ()
 - (d) resignation from the University ()
 - (e) resignation from the Standing Faculty ()
 - (f) resignation from the Standing Faculty-Clinician-Educator ()
2. If 1(b) or 1(c) is checked, please enclose the equal opportunity compliance statement re: promotion (goldenrod form) which had been submitted by the department.
3. If 1(d) or 1(e) or 1(f) is checked, please enclose a copy of the letter of resignation.
4. If 1(a) is checked, please answer the following questions:
 - (a) In your judgment, does the termination of appointment appear to be in compliance with the University's affirmative action program with respect to the following: Was full and fair consideration given to the faculty member's qualifications as compared with all others in the same rank in you department, who were reappointed or promoted during the last three years?

Yes () No ()
 - (b) Please describe below the reasons for termination of the appointment, considering all aspects of academic requirements, teaching, scholarly activities and administrative duties. Comment on the faculty member's local, national, and international reputation in his or her field. If applicable, comment on funding available for the faculty member's salary.

5. If the faculty member is moving into another track outside the Standing Faculty or the Standing Faculty-Clinician-Educators, please state the reasons for the change and describe the new position (title, responsibilities and salary). This applies also to a move from the Standing Faculty to the Standing Faculty-Clinician-Educators.

Date

(signed) Chairperson

IV. ACKNOWLEDGMENT OF DEPARTMENT CHAIRPERSON'S COMPLIANCE STATEMENT

School Affirmative Action Officer

1. Please set forth here any comments on III.4 and III.5:

2. I acknowledge the compliance statement submitted by the department chairperson.

Date

(signed) School Affirmative Action Officer

V. CERTIFICATION OF COMPLIANCE

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

Revised August 1980