

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

TO: **THE PROVOST**

RE: **APPOINTMENT**

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

<input type="checkbox"/> Standing Faculty (check below)	<input type="checkbox"/> Associated Faculty	<input type="checkbox"/> Academic Support Staff
<input type="checkbox"/> Tenured <input type="checkbox"/> Tenured Track <input type="checkbox"/> Not Tenured (Clinician-Educator)	<input type="checkbox"/> Research Faculty <input type="checkbox"/> Academic Clinician <input type="checkbox"/> Clinical Faculty <input type="checkbox"/> Practice Professor <input type="checkbox"/> Wistar Institute	<input type="checkbox"/> Lecturers (all classifications except "C") <input type="checkbox"/> Artist-in-Residence <input type="checkbox"/> Instructor <input type="checkbox"/> Research Associate <input type="checkbox"/> Clinical Associate

School: _____

Department: _____

Name of Candidate: _____ Sex: _____ Ethnicity: _____
(insert numeric codes – see page 3)

Present Title: _____

Is the candidate currently employed at the University of Pennsylvania: No _____ Yes _____

Proposed Title: _____

Proposed date of Appointment: _____

RECOMMENDATION IN THE ABSENCE OF A SEARCH

▪ Target of Opportunity in the following faculty classes only: Standing Faculty, Standing Faculty--Clinician-Educator

Only in rare and exceptional instances is it possible to make an appointment without a search. This exception is possible only when a person of unquestioned preeminence becomes available and the University can justify the appointment. In such cases, briefly summarize why it is believed that this recommendation warrants special consideration. (REQUIRED – A full explanation is required. Attach supplemental information.)

SUMMARY OF DEPARTMENTAL ACTION FOR APPOINTMENT

I. SEARCH PROCESS

- Where did you advertise (e.g., professional journals, on-line, caucus newsletters, and newspapers)? (Submit at least two advertisements along with dates of publication for Standing Faculty (Tenure and Clinician-Educator), Research track and Academic Clinicians in the Associated Faculty. Submit at least one advertisement along with date(s) of publication for all other classes in the Associated Faculty and Academic Support Staff.)
- List those professional minority and women’s organizations you consulted with regard to this search.
- If you contacted universities, schools, and departments, attach a list.
- 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.
- List the women and minority scholars whose help you have solicited in filling this position.

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II. THE CANDIDATE POOL

NOTE - Departments are required to maintain all applications on file for three years (race and ethnicity codes) →	Total All	American Indian/ Alaskan Native		Asian Pacific Islander		Black (not of Hispanic origin)		Hispanic		White (not of Hispanic origin)		Did not Disclose	
		1	2	1	2	1	2	1	2	1	2	1	2
a) Number of persons considered via applications, referrals, dossiers on file, telephone, video conference, conference, etc.													
b) Number of persons interviewed													
c) Number of persons invited for an interview but declined													

2. Candidate and Applicant Data

- a) Indicate the racial and gender categories of the proposed candidate and applicant(s) interviewed (Insert numeric code 1 – 5; see categories and definitions on page 3). Attach additional page(s), if necessary.

Name	Sex	Race	Interview Method	Reason(s) not Recommended *
Recommended Applicant: ➤				
Other Applicant(s) Interviewed: ➤				
➤				
➤				
➤				
➤				

- b) If there is only one applicant listed and/or the candidate is an internal hire, please provide justification in the comment section below. See codes and definitions on page 3.

3. Attach a CV of the Candidate
4. 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.

Name of Candidate	Sex	Race
If yes, please list the names below. Include the race and gender codes for each candidate.		

5. Describe the reasons for selecting the proposed candidate. If minority or female candidates were considered and not chosen, indicate *specifically* why the candidate was deemed the most qualified over the best minority and female candidates.

Comment(s): _____

(SHORT FORM)

III. CERTIFICATION OF COMPLIANCE

All persons signing this compliance form attest that a good faith effort was made to conduct the search and selection process for this position in compliance with relevant University policies and procedures pertaining to filling vacancies and equal opportunity/affirmative action.

Department Chair/Hiring Officer

Date

AA Compliance Officer

Date

Dean or Dean's Representative

Date

Provost or Provost's Representative

Date

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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]