

Shippensburg UNIVERSITY

Office of Social Equity ▪ 1871 Old Main Drive, Room 200 ▪ Shippensburg, PA 17257 ▪ www.ship.edu ▪ (717) 477-1161

Search and Selection Committee Affirmative Action Compliance Report

Faculty, Managerial, or Administrative Position: _____

Department: _____ College of: _____

1. Rank Level or Title: _____ Starting Date: _____

Full-time Permanent _____

Full-time Temporary _____

2. Total number of applicants: _____ [Attach list by name, women and racial minority and degree status.]

3. Profile of applicants by race and sex:

| | Total | White | Black | Hispanic | American Indian | Asian/Pacific Islander |
|--------------------|-------|-------|-------|----------|-----------------|------------------------|
| Men | | | | | | |
| Women | | | | | | |
| Grand Total | | | | | | |

1. Applicants' names and dates interviewed:

_____/_____
Name Date

2. Names and minority identification of known affirmative action applicants interviewed:

MALES

| Applicant Name | Non-Hispanic Origin | | Hispanic | American Indian/ Alaskan Native | Asian or Pacific Islander |
|----------------|---------------------|-------|----------|------------------------------------|------------------------------|
| | White | Black | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

FEMALES

| Applicant Name | Non-Hispanic Origin | | Hispanic | American Indian/ Alaskan Native | Asian or Pacific Islander |
|----------------|---------------------|-------|----------|------------------------------------|------------------------------|
| | White | Black | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

3. Placement of announcement and/or advertisement:

a. Newspapers: _____

b. Professional schools and/or organizations: _____

c. Professional recruitment meetings (include dates and candidates interviewed): _____

d. Minority organizations: _____

e. Other affirmative action advertising efforts: _____

4. List the three candidates recommended for the **Finalists' pool**:

a. _____

b. _____

c. _____

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5. Specify how each of the recommended candidates meets the qualifications for the position:

a. _____

b. _____

c. _____

6. List non-finalist minority candidates and state reason(s) for non-selection:

7. List minority finalists who were not recommended for appointment and state reason(s):

8. List any minority (women or racial) candidate who was given a tentative offer but rejected it.

Please state reason, if know: _____

9. Any special circumstance which impinged upon the selection process:

I certify that the results of the Search and Selection Committee are on file in the Department Office and that a copy of the minutes of the Search and Selection Committee's deliberations has been sent to the appropriate Vice President

Search and Selection Committee Member's Signatures:

Committee Chairperson

Department Chairperson

Date

For Use by the Office of Social Equity

Certification of Search: Granted: _____ Denied _____

Certification of Selection of Recommended Candidate: Granted: _____ Denied: _____

Date

Director of Social Equity

Comments:
