

AFFIRMATIVE ACTION SEARCH PLAN

DEPARTMENT _____ ACCOUNT NO. _____

Note: Specifics concerning searches are located in the Affirmative Action (AA) Plan and TBR Guideline No. P-010. An AA Search Plan must be submitted for each position vacancy.

1. **OBTAIN APPROVAL TO INITIATE SEARCH/JUSTIFICATION FOR POSITION - Attach proposed job description in ADA format, advertisement, and recruitment sources. Refer to AA Plan procedures for details.**

Position No. _____ Rank/Title _____ Academic ___ ModFY ___ Fiscal ___ Term ___ Tenure Track ___
 Object Code _____ Funded Position: Yes ___ No ___ Position % _____ EEO Code _____

JUSTIFICATION FOR POSITION:

<u>APPROVAL TO INITIATE SEARCH/JUSTIFY POSITION:</u>			
_____	Date	Dean (if applicable)	Date
_____	Date	_____	Date
Vice President	_____	_____	_____

2. **OBTAIN APPROVAL FROM AA OFFICER CONCERNING POSITION VACANCY ANNOUNCEMENTS AND ADVERTISING: Attainment of Affirmative Action Goals Based on Discipline Availability & Current Employees**

Does Underutilization Exist? Yes ___ No ___ Females ___ Blacks ___

employed Females ___ Blacks ___

to meet parity Females ___ Blacks ___

<u>APPROVAL TO ADVERTISE:</u>	
_____	: Affirmative Action Officer Date _____

3. **CONDUCT SEARCH** (Refer to AA Plan and TBR Guideline P-010): Applicant pool must be screened by AA Officer in all underutilized areas prior to conducting campus interviews; all other pools must be screened by the Human Resources Office and approved by AA Officer. Upper-Level Administrative positions (departments heads, deans, and higher or equivalent positions) must have TBR approval. AA Officer will prepare paperwork for TBR approval. **Note: Search Committees (where applicable) must be identified and approved by AA Officer prior to actual interviews. See candidates recommended list on next page.**

Candidates recommended for interview for position. (Please attach application materials.)

NAME	RACE	SEX	COMMENTS
1.			
2.			
3.			
4.			

AA Officer must be notified if any changes are made concerning interviewees after pool has been approved.

<u>APPROVAL OF APPLICANT POOL:</u>			
_____	_____	_____	_____
Search Committee Chair/Department Head	Date	Dean (if applicable)	Date
_____	_____	_____	_____
Vice President	Date	Affirmative Action Officer	Date

Interview candidates (search committee chairs/department heads are responsible for scheduling interviews and checking references). No search committees are required for staff positions.

NOTE: HIRING SUPERVISOR ACQUIRE A RECOMMENDATION TO HIRE FORM FROM HUMAN RESOURCES AND OBTAIN APPROVAL SIGNATURES.

4. SUBMIT AFFIRMATIVE ACTION INFORMATION

No. of Applicants _____ No. of Applicants Qualified _____ No. of Applicants Interviewed _____

Race: No. of Qualified Minorities Who Applied _____ No. of Qualified Minorities Interviewed _____

Sex: No. of Qualified Females Who Applied _____ No. of Qualified Females Interviewed _____

Race/Sex Unknown: No. of Qualified Who Applied _____ No. of Qualified Who Interviewed _____

No. of Qualified Internal Applicants Who Applied _____ No. of Qualified Internal Applicants Interviewed _____

Education _____	Years of Experience _____
EEO/Skill Level _____	Salary Recommendation \$ _____

CERTIFICATION OF EMPLOYMENT INFORMATION:	
_____	Date: _____
: Director, Human Resources	

APPROVED: PROCEED WITH HIRING	
_____	Date: _____
: President	

FOR AFFIRMATIVE ACTION OFFICE USE ONLY: UPDATE DATA BASE (DATE) _____ INITIALS _____
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