

REPORT OF FACULTY APPOINTMENT-VANDERBILT UNIVERSITY

SCHOOL OF MEDICINE

(Affirmative Action Recruitment Form)

1. Department _____ Division _____

2. Academic Rank _____

3. Tenure _____ Tenure Track _____ Other _____

4. Full Status _____ Full Status Partial Load _____ Other _____

5. Academic Year Appointment _____ Fiscal Year Appointment _____

6. Area of Specialization _____

7. New Position or Replacement _____

8. Anticipated starting date _____

9. Was a written Job Announcement/Advertisement prepared? _____

10. Please list publication(s) in which this position was advertised.

11. List any professional contacts or other sources used in recruitment of this position.

12. What efforts were made to identify and recruit qualified minorities and women for this position? (This question must be answered where a goal exists in the School or College under the Affirmative Action Plan.

13. (THIS CHART **MUST** BE COMPLETED FOR POSITION FILLED)

		Not Identified	White Non-Hispanic	Black Non-Hispanic	Hispanic	Asian Pacific Islander	American Indian Alaskan Native	Total
Number of Applicants	M							
	F							
Number of Applicants Remaining after review	M							
	F							
Number of Applicants Interviewed	M							
	F							
Number of Applicants Rejecting offer	M							
	F							
Applicant Selected (Must be Identified)	M							
	F							

(M=Male) (F=Female)

14. Name of Applicant Selected _____
(Please print or type)

15. Is a complete file available within the department or school reflecting activity surrounding the recruitment and selection process for this appointment?
Yes _____ No _____

16. Recruitment and selection efforts for this position followed University Equal Employment/Affirmative Action policies, including non-discrimination against the handicapped.

Signature: _____ (Date) _____
(Department Chair/Selection Committee Chair)

17. (To be completed by Dean) The above-named applicant is/is not recommended for appointment. Additional Comments:
