

TBR Form A-2

APPROVAL FOR APPOINTMENT RECOMMENDATION

Approval is recommended by: _____
President (signature) Date

1. Institution East Tennessee State University

2. Position _____ Dept. /Organization Unit _____

A. Origin of Appointee Recommended (check one)

- (1) Promotion* from within without search _____
- (2) Internal candidate in search _____
- (3) External candidate in search _____
- (4) Other (explain) _____

B. Type of Appointment (Check one type and provide requested information)

- (1) Faculty _____
 - (a) Tenured _____ Year(s) Tenured? _____
 - (b) Tenure Track _____ Year(s) probationary credit? _____
 - (c) Flexible Track _____
 - (d) Clinical Track _____
 - (e) Research Track _____
 - (f) VA Academic _____
 - (g) Temporary or Interim Appointment _____ Term or Number of Years _____
- (2) Administrative _____
 - Recommended for tenure? _____
 - Tenure recommended at time of appointment? _____
 - If tenure-track, year(s) probationary credit? _____
- (3) Professional _____

3. Appointment Date _____

A. Salary \$ _____

Academic _____

Fiscal _____

B. Moving Expenses \$ _____

C. Immigration Expense \$ _____

Name of Recommended Appointee _____

(Please attach curriculum vita)

***NOTE:** If the origin of an appointee is promotion from within without a search, it must be consistent with the institution's affirmative action plan and the vacated position (if one exists) is subject to affirmative action. If origin of the appointee recommended is a promotion without a search, you may omit #6 (Summary of Applicants/Search Procedures).

4. Affirmative Action Information

A. Please list the current racial composition of the job group for this appointment:

White _____ %

African-American _____ %

Asian _____ %

American Indian _____ %

Alaska Native _____ %

Native Hawaiian or other Pacific Islander _____ %

Unknown _____ %

2 or more _____ %

B. Current gender composition of the job group

Male _____ %

Female _____ %

5. Impact on Goals (Only complete this section if you have An Affirmative Action Goal for this hire)

1. Affirmative Action goal by job group

Gender _____% Minority _____%

6. Summary of Applicants/Search Procedures

A. TOTAL APPLICANTS FOR POSITION

Ethnicity:

Total Number of Hispanic or Latino or Spanish Origin _____

Total Number of non-Hispanic or Latino or Spanish Origin by Race

White _____ **African-American** _____ **Asian** _____ **American Indian** _____ **Alaska Native** _____

Native Hawaiian or other Pacific Islander _____ **Unknown** _____ **2 or more** _____

Total _____

B. FINAL CANDIDATES (Candidates from which interviewees chosen)

Ethnicity:

Total Number of Hispanic or Latino or Spanish Origin _____

Total Number of non-Hispanic or Latino or Spanish Origin by Race

White _____ **African-American** _____ **Asian** _____ **American Indian** _____ **Alaska Native** _____

Native Hawaiian or other Pacific Islander _____ **Unknown** _____ **2 or more** _____

Total _____

(If an underrepresented or female candidate is not recommended for appointment, please provide curriculum vitae of any underrepresented or female final candidates that were interviewed.)

C. CANDIDATES INTERVIEWED FOR POSITION

(Please provide attachment if necessary, and if an underrepresented or female candidate is not recommended for appointment, please include vitae of all candidates interviewed)

NAME	RACE	SEX	COMMENTS
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____
(4) _____	_____	_____	_____

D. ADVERTISEMENT

List all webpages, publications, and publication dates of all advertisements. (Attach a copy of what was submitted in the Advertisements.)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

In addition to the federally required affirmative action guidelines and hiring policies, the following obligations apply for faculty and administrative positions:

- a. Every effort must be made to secure diversity in the composition of the faculty and administrative search committees unless it is impractical to do so.
- b. Any candidate for hire must first be screened by the search committee before an offer of employment can be extended.
- c. In addition to publishing notices of job openings in journals of general circulation such as THE CHRONICLE OF HIGHER EDUCATION or DIVERSE ISSUES IN HIGHER EDUCATION, the institutions, where appropriate, shall also publish notices of job openings in discipline-specific journals.
- d. At the time the search committee submits the list of candidates to fill a position to the hiring authority, each candidate shall meet or exceed the criteria published in the job description, and the chair of the search committee shall so certify.

Campus Affirmative Action Officer

Date: _____

Approved by TBR Signature

Date: _____

Positions needing Central Office approval include positions with an annual salary of \$100K or more, and/or upper level administrators. Upper level administrators here are defined to include, presidents, vice presidents, assistant and associate vice presidents, all academic deans, academic assistant and associate deans, and all academic department heads or Chairs (including those who, with varying titles) have line responsibility for administration of academic faculty and staff.

Distribution: Vice Chancellor for Academic Affairs, General Counsel or President
A copy of this form should be maintained in the appropriate institutional divisional offices.