

EAST TENNESSEE STATE UNIVERSITY
APPROVAL FOR APPOINTMENT RECOMMENDATION

Recommend: _____
President (signature) Date

Approved TBR: _____
Signature Date

1. Institution _____

2. Position _____ Dept./Organiz. 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-race candidate identified without search, in compliance with TBR procedures
(5) Other (explain)

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

- (1) Faculty
(a) Tenured
(b) Tenure Track
Year(s) probationary credit?
(c) Temporary
(d) Term
(2) Administrative
Recommended for tenure?
If tenure-track, years(s)
Probationary credit?
(3) Professional

3. Appointment Date _____

A. Salary \$_____ Academic Fiscal _____

B. Moving Expenses \$_____

(Provide detailed justification if more than \$3,000 from in-state or \$5,000 from out-of-state.)

4. Name of Recommended Appointee _____
(Please attach vita.)

*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).

5. Affirmative Action Information (Completed by Office of Human Resources)

- A. Current racial composition of department/ organizational unit (see #2) for type of appointment (i.e., faculty, administrative, or professional) recommended: % Black _____
% White _____
% Other _____
- B. Current gender composition of department: % Male _____
% Female _____

C. Impact on Affirmative Action Goals: (Includes unrestricted, restricted, and auxiliary employees.)

	Fac	Admin	Prof
(1) Affirmative Action Goal (%):	_____	_____	_____
(2) Current employment goal (%) met: Current percentage of goal achieved: [Divide C(2) by C(1)]	_____	_____	_____
(3) Current employment goal (%) met if this recommendation is approved: Current percentage of goal achieved if this recommendation is approved: [Divide C(3) by C(1)]	_____	_____	_____
(4) Institutional Affirmative Action goal for position (indicate job group goal, if applicable, as well as institutional goal):	_____	_____	_____

6. Summary of Applicants/Search Procedures

- A. TOTAL APPLICANTS FOR POSITION:
 White _____ Black _____ Other _____ Unknown _____ Total _____
 Male _____ Female _____ Unknown _____
- B. FINAL CANDIDATES (Candidates from whom interviewees chosen):
 White _____ Black _____ Other _____ Unknown _____ Total _____
 Male _____ Female _____ Unknown _____

(If an other-race or female candidate is not recommended for appointment, please provide vitae of any other-race or female final candidates not interviewed.)

C. CANDIDATES INTERVIEWED FOR POSITION: (Please provide attachment, if necessary, and if an other-race or female candidate is not recommended for appointment, please include vitae of all candidates interviewed.)

	<u>NAME</u>	<u>RACE</u>	<u>SEX</u>	<u>COMMENTS</u>
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____

Provide an attachment, if necessary, in order to clarify in detail the superiority of the recommended interviewees to "other-race" and female candidates in the pool.

D. ADVERTISEMENT

List all publications and publication dates of all advertisements: (Attach a copy of each advertisement, as published.)

	<u>PUBLICATION</u>	<u>DATE</u>
(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. In those instances where a committee is formed to search for a university or college administrator at the level of dean or higher, the search committee must be racially diverse.
- 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 *Black 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.

For academic upper level administrative vacancies, certification of compliance by the Monitor is required (TBR Form A-3).

Certified for compliance with Affirmative Action plan/Geier consent decree, for accuracy of responses (above), and for accuracy in summary of applicants/search procedures:

Affirmative Action Officer
Date

Distribution: Vice Chancellor for Academic Affairs or General Counsel
President

A copy of this form should be maintained in appropriate institutional divisional offices.