

APPENDIX F

Check list for Affirmative Action Procedures

Position	Department	School/College	Date
Action Necessary		Internal Documentation Necessary*	
<ol style="list-style-type: none"> 1. Briefing by Affirmative Action Officer 2. Criteria for selection and an appropriate position description must be used in disseminating information about vacancy. 3. Regional advertisements, and/or national advertisements as determined by the Affirmative Action Officer. 	<p>National advertisements will appear in at least <i>The Chronical of Higher Education</i> and either <i>INSIGHT Into Diversity</i>, <i>Diverse</i> or other appropriate publication.</p>	<ol style="list-style-type: none"> 2. Position Description. Selection criteria. 3. Copy ad for each publication & list dates ad appeared: <u>Publication</u> <u>Date</u> 	
<p>Professional journals, newsletters, or other publications (Depending upon the professional nature of the position, journals may be used in lieu of minority publications with concurrence of the Affirmative Action Officer).</p>	<ol style="list-style-type: none"> 4. Solicitations of nominations by: <ul style="list-style-type: none"> - Mailings (letter, position notice, fax) to appropriate counterpart at HBC's or institutions with high Hispanic enrollment. - Mailings to institutions with high minority enrollment (letter, position notice, fax). 	<ol style="list-style-type: none"> 4. Copy of letter, position notice. List of addresses. 	
<ol style="list-style-type: none"> 5. Direct personal contact for solicitation of nominations from counterparts at HBC's, or institutions with high minority or Hispanic enrollment. 	<ol style="list-style-type: none"> 6. Solicitations of nominations from professional organizations, organizations devoted to leadership training, etc. (i.e., ACE Office of Leadership Development). 	<ol style="list-style-type: none"> 5. Personal contact log. 	
<ol style="list-style-type: none"> 7. Solicitation of applicants from minority or other personnel data banks. 	<ol style="list-style-type: none"> 8. Direct contact with diverse applicants or potential applicants. 	<ol style="list-style-type: none"> 6. Letters and personal contact log. 	
		<ol style="list-style-type: none"> 7. Letters, comments. 	
		<ol style="list-style-type: none"> 8. Personal contact log and copies of any written communication. 	

9. Participation by diverse individuals in the search, selection, or advisory committees.

10. Other actions taken.

9. Personal contact log and copies of any written communication.

10. Describe:

**eJobs* will prompt search committee chairs/supervisors in verifying the completion of all necessary affirmative action procedures.