

REPORT OF FACULTY APPOINTMENT – VANDERBILT UNIVERSITY

For more information and instructions see the [Faculty Overview](#) of the **Faculty Section** of the current **Affirmative Action Plan**.

1. Department _____ School/Division _____
2. Position/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. Written job announcement/advertisement prepared _____ (Please attach)
10. Please list publication(s) in which position was advertised.

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

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.)

		Not Identified	White Non-Hispanic	Black Non-Hispanic	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Total
Number of applicants	M							
	F							
Number remaining after review	M							
	F							
Number of applicants interviewed	M							
	F							
Number of applicants rejecting offer, if any	M							
	F							
Applicant selected	M							
	F							

(M=Male) (F=Female)

14. Name of applicant selected: _____

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 people with disabilities.

17. Signature: _____ (Date) _____
(Department/Selection Committee Chairperson)

18. To be completed by Dean: The above named applicant is/is not recommended for appointment.

Additional comments:

Dean