Marshall University's
Equal Opportunity/
Affirmative Action Program

PROPOSED APPOINTMENT

1. DEPARTMENT _____SCHOOL/COLLEGE/DIVISION_____
2. PROPOSED RANK/GRADE/TITLE_____
3. SALARY RANGE: FROM_____TO: _____
4. What efforts were made to inform potential female/minority applicants of vacancy?

   _____

   _____

   _____

5. Provide the name and address of organizations, individuals and publications used to publish the job announcement:

   _____

   _____

   _____

6. Was the vacancy listed with Marshall University Human Resource Office: Yes [ ] No [ ]
7. Give name, sex and race or ethnic composition of search committee.

   _____

   _____

   _____

8. How many total applications (completed) were received? _____
9. How many applicants were interviewed? _____

10. Give name, sex, and race or ethnic origin (Caucasian, Black, American Indian, Asian or Hispanic) of each **CANDIDATE INTERVIEWED**. Check, for each candidate, one or more boxes indicating the **main criteria** by which the selected candidate was determined to possess stronger credentials for the particular position. Provide clarification where appropriate.

A. Name, sex, race or ethnic origin of SUCCESSFUL candidate:

_____

1. [ ] Educational Achievement. Candidate has: [ ] BA/BS [ ] MA/MS [ ] ABD [ ] PhD [ ] M.D. [ ] Other _____
2 [ ] Candidate has _____ years of teaching experience.
3. [ ] Candidate has _____ years of experience in field.
4. [ ] Professional or Academic references. Did candidate provide references [ ] Yes [ ] No
5. [ ] Rank and/or Salary required
6. [ ] Research or Professional specialty
7. [ ] Leadership in professional organization
8. [ ] Scholarly research and publications, exhibitions
9. [ ] Community Services
10. [ ] Awards/Fellowships
11. [ ] Contribution to pluralistic/diversity goals of the University
12. [ ] Other (specify): _____

B. Name, sex, race or ethnic origin of other candidate:

_____

1. [ ] Educational Achievement. Candidate has: [ ] BA/BS [ ] MA/MS [ ] ABD [ ] PhD [ ] M.D. [ ] Other _____
2 [ ] Candidate has _____ years of teaching experience.
3. [ ] Candidate has _____ years of experience in field.
4. [ ] Professional or Academic references. Did candidate provide references [ ] Yes [ ] No
5. [ ] Rank and/or Salary required
6. [ ] Research or Professional specialty
7. [ ] Leadership in professional organization
8. [ ] Scholarly research and publications, exhibitions
9. [ ] Community Services
10. [ ] Awards/Fellowships
11. [ ] Contribution to pluralistic/diversity goals of the University
12. [ ] Other (specify): _____

C. Name, sex, race or ethnic origin of other candidate:

_____

1. [ ] Educational Achievement. Candidate has: [ ] BA/BS [ ] MA/MS [ ] ABD [ ] PhD [ ] M.D. [ ] Other _____
2 [ ] Candidate has _____ years of teaching experience.
3. [ ] Candidate has _____ years of experience in field.
4. [ ] Professional or Academic references. Did candidate provide references [ ] Yes [ ] No
5. [ ] Rank and/or Salary required
6. [ ] Research or Professional specialty
7. [ ] Leadership in professional organization
8. [ ] Scholarly research and publications, exhibitions
9. [ ] Community Services
10. [ ] Awards/Fellowships
11. [ ] Contribution to pluralistic/diversity goals of the University
12. [ ] Other (specify): _____

REVIEW AND APPROVAL SIGNATURES

_____		_____	
Department Chair/Director	Date	Equity Programs	Date
_____		_____	
Dean	Date	Vice President	Date