

APPROVAL FOR APPOINTMENT RECOMMENDATION

Approval is recommended by: _____
 Executive Vice President & Provost (signature) _____ Date

1. Institution: Middle Tennessee State University.

2. Position: _____ Dept./Organizational 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, year(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 the origin of the appointee recommended is a promotion without search, you may omit #6. (Summary of Applicants/Search Procedures).

5. Affirmative Action Information

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.

	Faculty	Administrators	Professionals
(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 which 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)	_____	_____	_____	_____
(5)	_____	_____	_____	_____

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 copy of all 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 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.

Affirmative Action Officer

Date

Approved by TBR: _____
Signature

Date

Distribution: Vice Chancellor for Academic Affairs or General Counsel President

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