

**CERTIFICATION OF SEARCH POOL  
FOR UPPER LEVEL ADMINISTRATIVE VACANCIES**

TBR staff procedures for processing campus personnel appointments require a “Certification of Search Pool for Upper Level Administrative Vacancies” before an institution is authorized to extend to any candidate an invitation for interview (for definition of “upper level administrators,” see below). Certification requires submission of the following information:

1. Institution: \_\_\_\_\_
2. Position: \_\_\_\_\_ Dept./Organizational Unit: \_\_\_\_\_
3. Total qualified applicants for position:  
 White \_\_\_\_\_ Black \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_ Total \_\_\_\_\_  
 Male \_\_\_\_\_ Female \_\_\_\_\_
4. Final Candidates (screened candidates from whom interviewees were chosen).  
 White \_\_\_\_\_ Black \_\_\_\_\_ Other \_\_\_\_\_ Unknown \_\_\_\_\_ Total \_\_\_\_\_  
 Male \_\_\_\_\_ Female \_\_\_\_\_

**Attach resumes of all final candidates and others who are black, female or other minority.**

5. Candidates proposed to be interviewed
 

	<u>Name</u>	<u>Race</u>	<u>Sex</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____
(4)	_____	_____	_____
(5)	_____	_____	_____

6. Comment on pool: \_\_\_\_\_

Certified for compliance with affirmative action plan and with all requirements of TBR Guideline P-010.

Affirmative Action Officer (signature)	Date
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\*Upper level administrators are here defined to include, president, vice presidents, assistant and associate vice presidents, all deans, all assistant or associate deans, and all academic department heads or Chairs (including those who, with varying titles, have line responsibility for administration of academic faculty and staff.

Approved: _____ <div style="text-align: center;">Tennessee Board of Regents</div>	_____ <div style="text-align: center;">Date</div>
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