



### **Affirmative Action: Employment Approval for Faculty**

A competitive recruitment is required for all faculty appointments that last longer than an academic year, or extensions of existing appointments that were not originally made as the result of a competitive search. Faculty positions include Professor, Associate Professor, Assistant Professor, Professor of Practice, Lecturer/Sr. Lecturer, Teaching Fellows.

### **Selected Candidate and Position Information**

Position Title \_\_\_\_\_ Portfolio and Department (if any) \_\_\_\_\_

Position Number \_\_\_\_\_ Applicant Tracking Search # \_\_\_\_\_

Chosen Candidate's Name \_\_\_\_\_ RIN (if applicable) \_\_\_\_\_

### **Recruitment Information**

In the event that advertisements were not placed by the Division of Human Resources, please list the candidate sourcing actions that were taken to identify applicants (ads, networking, conferences, personal contacts)

\_\_\_\_\_  
\_\_\_\_\_

### **Applicant Demographic Data**

*(Note: The Division of Human Resources can provide data when online applications were required)*

	All			Interviewed		Hired <sup>1</sup>	
	Male	Female	Not Discl.	Male	Female	Male	Female
URM <sup>2</sup>							
White							
Not Disclosed							
Totals							

<sup>1</sup>If Underrepresented Minorities, females, persons with disabilities, or veterans applied and were not chosen, please attach a memo of explanation for each applicant in these categories. If the applications are off line, please attach CVs for the relevant candidates. These explanations must be substantive and job related. When ready, please email the Division of HR to request a list of candidates who meet one of these criteria. [hmail@rpi.edu](mailto:hmail@rpi.edu)

<sup>2</sup>URM = Underrepresented Minority includes individuals who selected one or more of the following:

- ✓ Applicants who selected "Yes" for Hispanic under ethnicity
- ✓ Applicants that selected one or more of the following race categories:
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander

### **Signatures**

The following signatures indicate that:

- The chosen candidate meets the qualifications and job duties as advertised.
- All women, underrepresented minorities, persons with disabilities, and veterans were carefully considered.

\_\_\_\_\_  
Originator

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date/Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date