Indiana University of Pennsylvania

Office of Human Resources

Faculty Search

Affirmative Action Approval Packet B

http://www.iup.edu/humanresources/howto/
(click on "Conduct a Faculty Search")

August 2009

Instructions for completing Affirmative Action Approval Packet B

Attached are the required forms for seeking campus interview approval.

These forms must be submitted to the Office of Human Resources as a **complete packet**. Incomplete packets will be returned.

Page 1 – **Faculty Affirmative Action Form B**

Complete all information on this page.

Page 2 – **Search Activity Log**

Activity log should be up-to-date.

Page 3 – **Applicant Qualification Matrix**

Every candidate that applied must be included on this form. The qualifications columns should be modified to fit the search criteria (per the position announcement). Provide detailed comments on applicant's strengths/weaknesses.

FACULTY APPOINTMENTS
AFFIRMATIVE ACTION FORM B

CAMPUS INTERVIEW APPROVAL

Summary of the Affirmative Action Process
Assuring Equal Employment Opportunity

Department: _____ AA Search # _____

This section is required pursuant to Federal and IUP regulations on equal opportunity.

THIS FORM IS TO BE COMPLETED BY THE DEPARTMENT CHAIRPERSON OR IMMEDIATE SUPERVISOR AND SENT TO THE AFFIRMATIVE ACTION OFFICE FOR REVIEW AND **MUST BE APPROVED BEFORE ON-CAMPUS INTERVIEWS MAY BE CONDUCTED.**

First tier of applicants for campus interviews:

_____

Second tier of applicants that may be interviewed on-campus if needed (ex. above candidates withdraw, offer declined, etc.) (this is optional):

_____

A. Summarize any additional outreach activities and/or any activities that were not carried out according to the original Affirmative Action Plan.

B. Total number of applicants for this position: _____

Other pertinent information:

I hereby certify that these individuals are being brought to campus for interviews in accordance with Affirmative Action policies. All interviews will be scheduled in a timely manner.

_____
Chairperson or Immediate Supervisor Date

_____
Dean Date

_____
Director for Social Equity & Civic Engagement Date

Documents that **must** be included with this form:
☒ IUP employment application
☒ Qualification Matrix
☒ Log of Activities
☒ Two copies of applicant's files for which approval is being sought (include items which were required to apply, i.e., Letter of application, vitae, transcript copies, teaching/research statement, reference letters, etc)