

**MASSACHUSETTS COLLEGE OF LIBERAL ARTS  
AFFIRMATIVE ACTION HIRING REPORT**

**A. Recruitment Profile**

Position Category:  Faculty  Administrative  Classified

Hiring Department: \_\_\_\_\_ Dept. Head/Search Chair: \_\_\_\_\_ Ext: \_\_\_\_\_

Official Title: \_\_\_\_\_ Working Title: \_\_\_\_\_

**B. Source of Funding**

State  Trust  Grant

Benefits:  Yes  No

**C. Search Profile**

	Total Number	Minority Male/Female	Non-Minority Female	Disability/ Veteran
<b>Search Committee Composition:*</b> *for faculty & professional positions only	_____	____/____	_____	____/____
<b>Applications Received:</b>	_____	____/____	_____	____/____
<b>Applicants Interviewed:</b>	_____	____/____	_____	____/____
<b>Finalists Interviewed:</b>	_____	____/____	_____	____/____

**D. Recommended for Appointment**

Name: \_\_\_\_\_

Race: \* \_\_\_\_\_

\*Black, Caucasian, Hispanic, Cape Verdean, Asian/Pacific Islander, Native American/Alaskan Native, Other

Gender:  Female  
 Male

Disability:  Yes  
 No

Vietnam-Era:  Yes  
 No

**E. Contract Terms Recommended**

Faculty Only:  Tenure Track  Non-Tenure Track  One-Year  One Semester

All Positions:  Permanent  Temporary  Full-Time  Part-Time: % of Time \_\_\_\_\_

Contract Length: From \_\_\_\_\_ to \_\_\_\_\_

Annual Salary: \_\_\_\_\_ Weekly: \_\_\_\_\_ Grade/SAP Level: \_\_\_\_\_

Special Appointment Consideration (if any): \_\_\_\_\_

**F. Approved**

Hiring Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Affirmative Action: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachments:** Resumes/Applications

## **AFFIRMATIVE ACTION HIRING REPORT**

Once a hiring process has been completed for a position that has been posted and/or advertised externally, an Affirmative Action Hiring Report needs to be completed. The information for the Recruitment Profile and the Source of Funding is the same as that information listed on the Personnel Requisition Form.

### **A. RECRUITMENT PROFILE**

The information for the Recruitment Profile should be the same as that found on the Personnel Requisition Form when the initial request for recruitment was made. Check off and/or fill in the appropriate information.

### **B. SOURCE OF FUNDS**

The information for the Source of Funds should be the same as that found on the Personnel Requisition Form when the initial request for recruitment was made. Check off and/or fill in the appropriate information.

### **C. SEARCH PROFILE**

Fill in the appropriate information for search committee composition, applications received, applicants interviewed and finalists interviewed. Under the categories of Minority Male/Female, Non-Minority Female and Disability/Veteran, Affirmative Action requests that departments use their judgment in determining a candidate's gender, ethnicity, declared disability status and/or veteran's status. A department cannot ask a candidate if he/she falls into any of these categories, but it can make a visual determination as to whether it believes a candidate falls into one of these categories. If unsure of this, leave blank.

### **D. RECOMMENDED FOR APPOINTMENT**

Check off and/or fill in the appropriate information for the successful candidate, including race, gender, declared disability status and/or veteran's status. Affirmative Action requests that departments use their judgment in determining a successful candidate's race, gender, declared disability status and/or veteran's status. Please keep in mind that a department cannot ask a candidate if he/she falls into any of these categories. If unsure, leave blank.

### **E. CONTRACT TERMS RECOMMENDED**

The information for the Contract Terms Recommended should be the same as that found on the Personnel Requisition Form when the initial request for recruitment was made. Check off and/or fill in the appropriate information.

### **F. APPROVED**

The signature of the Hiring Department Head, Vice President/Dean and President are required.

**ATTACHMENTS** – Attach all resumes/applications for employment to the Affirmative Action Hiring Report.