

**FACULTY RECRUITMENT EXPERIENCE REPORT**  
**University of Alabama at Birmingham**

**Revised 7/24/08**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
month / day / year

**School:** \_\_\_\_\_ **Department/Division:** \_\_\_\_\_

**Job Number:** \_\_\_\_\_

A. Description of position to be filled (Discipline or sub-discipline needed, academic rank, tenure status, and training expected):

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(If additional space is needed, please include attachments.)

B. Name of individual proposed to receive offer: \_\_\_\_\_

Proposed Rank: \_\_\_\_\_ Proposed Salary: \_\_\_\_\_

Start Date: \_\_\_\_\_

- Tenure Status:     Tenure-Earning     Tenured     Non-Tenure Earning
- Appointment:     12-Month     9-Month     Full Time     Part Time
- Terminal Degree Transcript on File:     Yes     No
- Evaluation of Faculty Credentials Completed:     Yes     No
- Race:    White    Asian    Black or African American    American Indian or Alaska Native  
Native Hawaiian or Pacific Islander    Hispanic or Latino    Two or More Races
- Gender:     Female    Male

C. Recruitment process utilized (how the position was publicized or how information about the position was disseminated; attach copies of the ads that were placed with a clear indication of the **newsletters/journals** in which the ads appeared and the **dates** they appeared):

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D. Outline the process used to select this individual.

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E. Date position approved for recruitment: \_\_\_\_\_ By: \_\_\_\_\_  
month/day/year

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F. Describe special efforts made to attract minority and female applicants.

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G. List all applicants for the position including the name of the applicant who is being hire. If there are more than 5 applicants, please use page 3 of this form to continue listing the remaining applicants.

| <u>Applicant's Name</u> | <u>Gender *</u> | <u>Race/Ethnicity**</u> | <u>Interviewed (Yes/No)</u> |
|-------------------------|-----------------|-------------------------|-----------------------------|
|-------------------------|-----------------|-------------------------|-----------------------------|

- 1.
- 2.
- 3.
- 4.
- 5.

H. If the position was offered to, but not accepted by, women or minorities, please list below those women or minorities to whom the position was offered and, if known, their reason for not accepting the position.

| <u>Applicant's Name</u> | <u>Gender *</u> | <u>Race/Ethnicity **</u> | <u>Reason for Not Accepting</u> |
|-------------------------|-----------------|--------------------------|---------------------------------|
|-------------------------|-----------------|--------------------------|---------------------------------|

- 1.
- 2.
- 3.

I. If the female or minority applicants were not considered or not made an offer, what was the reason?

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J. List names of search committee; indicate individual who served as chair. (Attach additional names on separate sheets if necessary; include gender and race information).

| <u>Search Committee Member's Name</u> | <u>Gender *</u> | <u>Race/Ethnicity **</u> |
|---------------------------------------|-----------------|--------------------------|
|---------------------------------------|-----------------|--------------------------|

- 1.
- 2.
- 3.
- 4.
- 5.

Documentation for this information located at \_\_\_\_\_

Submitted by (signature) \_\_\_\_\_ Title: \_\_\_\_\_

School's Affirmative Action Officer (signature): \_\_\_\_\_

Dean (signature): \_\_\_\_\_

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Applicant's Name                  Gender \*                  Race/Ethnicity \*\*                  Interviewed (Yes/No)

- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
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