

THE UNIVERSITY OF MEMPHIS

**APPROVAL FOR APPOINTMENT
(For Faculty or Administrators with Faculty Rank)**

1. Department _____ 2. Position _____

2. A. Type of Appointment: Faculty ____ Tenure Track ____ Probationary Credit ____ Administrative ____ Professional ____

3. Name of Appointee _____ 4. Present U of M position (if applicable) _____

5. Appointment Date _____ 5. A. Salary \$ _____ Academic ____ Fiscal ____ 5. B. Moving Expenses \$ _____

6. Number Interviewed: White ____ Black ____ Asian ____ Hispanic ____ American Indian ____ Alaskan Native ____ Female ____
(Please attach a copy of the vita of each individual interviewed.)

7. Affirmative Action Information - (The following items should be completed for the type of appointment indicated in 2. A.)

Race and sex composition of department for similar positions:

% White ____ % Black ____ % Asian ____ % Hispanic ____ % American Indian ____ % Alaskan Native ____ % Male ____ % Female ____

SUMMARY OF APPLICANTS

1. Final Candidates (candidates from which interviewees were chosen)

White ____ Black ____ Hispanic ____ Asian ____ American Indian ____ Alaskan Native ____ Female ____
(Submit copies of vitae for all minority applicants.)

2. Candidates interviewed for position (Please provide attachment if necessary.)

<u>NAME</u>	<u>RACE</u>	<u>SEX</u>	<u>COMMENTS</u>
1.			
2.			
3.			
4.			
5.			

3. If Black, female, or other minority candidates were not interviewed, please indicate reasons: (Please provide attachment if necessary.)

4. Describe efforts to recruit Blacks and females for this position.

5. Advertisement (List all publications and publication dates of advertisements. Attach copy of all advertisements.)

- 1.
- 2.
- 3.

Signature, Search Committee Chair

Date