Affirmative Action Compliance Statement

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| **Date:**  **Faculty Search Designation Number** (ex. 24-AS-BIOS-1)**:**  *Note: All faculty searches, when approved, are assigned a number from the Office of the Provost. If you are unsure of the search number, please refer to your Dean’s Office of the Office of the Provost. If applicable, note “No Search”.*  **Candidate’s Full Name:**  **Candidate’s Proposed Home Academic Department:**  **Faculty Category:** Choose an item. **Proposed Faculty Rank:** Choose an item. |

This recommendation is made in accordance with the following statement:

Before any new or vacant faculty position may be filled, a full search must be made to generate the broadest and strongest possible candidate pool.  The search must be conducted in such a manner as to be reasonably likely to bring the vacancy to the attention of qualified candidates including women and those from underrepresented groups, and to ensure the inclusion of such candidates in the candidate pool.

In all appointment actions, the best candidate will be recommended.  The same scholarly and professional standards are applicable to all candidates.

Both the University's affirmative action plan and federal equal opportunity legislation require that the search process be carefully documented, and that the candidate pool generated be analyzed.  The information requested on this form is needed to satisfy these requirements for documentation and analysis and also provide a useful guide to departments for the conduct of a search.

Race and ethnic designations used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. The seven race/ethnic categories are defined as follows:

1. **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
2. **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
3. **Black** **or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
4. **Native Hawaiian or Other Pacific Islander** **(Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. **Asian** **(Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
6. **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
7. **Two or More Races (Not Hispanic or Latino) -** All persons who identify with more than one of the above five races.

**RECOMMENDATION IN THE ABSENCE OF A FULL SEARCH**

The requirement for a national search may be modified or waived when a person of overwhelming preeminence becomes available suddenly or when a special opportunity for exercising affirmative action arises. Under certain circumstances, appointments of faculty partners/spouses can be approved without a national search; see the Lehigh University Faculty Dual Career Guidelines for information, as well as the Strategic Faculty Hiring Initiative. The decision to modify or waive the search procedures and the responsibility for this action reside solely with the provost.  In such cases a full statement indicating why the provost should give special consideration to the appointment is required.  Please state below the reasons for this recommendation in absence of a search.

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| **Reasons for this recommendation in the absence of a faculty search:** |

Describe the position expected to be filled.

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| **Brief Position Description:** |

**Equal Employment Opportunity Reports**

Each search is required to upload three EEO generated excel spreadsheet reports from the Academic Jobs Online (AJO) System:

1. EEO Generated Report of the total number of applicants in the search
2. EEO Generated Report of the Semi Finalists or Zoom Invited Applicants
3. EEO Generated Report of the Finalists or Campus Invited Applicants

Academic Jobs Online Database Coordinators have access to instructions to run EEO generated reports in Excel format. If you need a copy of the instructions, have questions, or need 1:1 training, please reach out to the Faculty Affairs Director in the Office of the Provost.

**EEO Reports will be required for Dean and Provost Approval. Search Chairs and staff who have access to AJO should download EXCEL spreadsheets of the report (rather than PDF) from the system. The three, separate reports in EXCEL format will be required as part of the Faculty Employment package that is sent to both Dean and Provost.**

**Declined Offers**

Please list the names of any candidates who declined an offer for this search extended by the department. You must also complete the “Reason for Declining Faculty Appointment Offer” Form, located on the Provost Office website.

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| **Candidate Names who Declined Offer:** |

**Department Level Recommendation and Approval**

This recommendation and approval section indicates your endorsement that the search was in compliance with the University’s Policy on Equal Opportunity / Affirmative Action / Non-Discrimination.

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| **Faculty Search Committee Chairperson Signature**  **Printed Name:**  **Signature:**  **Date:** |
| **Department Chairperson Signature**  **Printed Name:**  **Signature:**  **Date:** |

**College Level Recommendation and Approval**

This recommendation and approval section indicates your endorsement that the search was in compliance with the University’s Policy on Equal Opportunity / Affirmative Action / Non-Discrimination.

The Associate Dean or College Level designee must provide the name of the proposed candidate, their gender, race/ethnic background, veteran status, and noted disability as noted in the raw data view in Academic Jobs Online. If the candidate did not provide the information, please indicate “Declined to Provide Information”.

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| **Associate Dean**  Enter Candidate’s First Name and Last Name:  Enter Candidate’s Gender as noted in AJO:  Enter Candidate’s Race/Ethnic background as noted in AJO:  Enter Candidate’s Veteran Status as noted in AJO:  Enter Candidate’s Disability Information as noted in AJO:    **Associate Dean Printed Name:**  **Associate Dean Signature:**  **Date:** |
| **Dean**  **Printed Name:**  **Signature:**  **Date:** |

**University Level Recommendation and Approval**

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| **Provost Office Designee (on behalf of Provost Written Approval)**  **Printed Name:**  **Signature:**  **Date:** |

6.1.2023