Part I: Demographics

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| College: AAP CALS CAS CCB CHE CIS CVM ENG ILR JGSM  LAW RSCH SHA Cornell Tech |

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Academic Disciplines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Committee Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Search Committee Demographics \_\_\_\_\_\_\_\_\_\_\_# Male \_\_\_\_\_\_\_\_\_# Female \_\_\_\_\_\_\_\_\_\_\_ # of Minorities \_\_\_\_\_\_\_\_\_\_ # of Non-Minorities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT POOL:

|  |  |
| --- | --- |
| Number of Men: |  |
| Number of Women: |  |
| Number of Minorities: |  |
| Number of Unknown Race or Ethnicity |  |
| Number of Unknown Gender: |  |
| Total Number of Applicants: |  |

INTERVIEW POOL:

|  |  |
| --- | --- |
| Number of Men: |  |
| Number of Women: |  |
| Number of Minorities: |  |
|  |  |
| Total Number of Applicants Interviewed: |  |

Reporting Purposes: Tool used for recruiting: Academic Jobs Online \_\_\_\_ Workday\_\_\_\_ Other\_\_\_\_

Instructions: Complete entire form and obtain signatures. **Keep a copy with other search related material for three years.**

Please send the **completed** Academic Search Summary to the Department of Inclusion and Workforce Diversity, 150 Day Hall.

Instructions: Complete entire form and obtain signatures. **Keep a copy with other search related material for three years.**

Workday Posting # **(Required)** \_\_\_\_\_\_\_\_\_\_\_ College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level of Search – Cornell \_\_\_\_\_ Local \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_

Academic Affirmative Action Information: Academic Job Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Waiver: \_\_\_ Yes \_\_\_ No

Availability % Women \_\_\_\_\_ % Minorities \_\_\_\_\_ Academic Goals: Women \_\_\_ Minorities \_\_\_ Utilization Analysis: Women \_\_\_\_ Minorities \_\_\_\_

Total # of Candidates (who submitted materials) \_\_\_\_\_\_\_\_\_\_\_

**Applicant (**Applicants are those who were interviewed and those who you would interview before re-advertising)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant Name | Interview  Date | Male/ Female | AA Codes **a** | Status **b** | Offer Made **c** | Documentation of Decision **d** |
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| **REQUIRED:** Attach list of all other individuals submitting application (including Name, Address, City, State) | | | | | | |

**a See codes below. For more detailed definitions, please refer to the ACSS Guidelines.**

|  |  |  |  |
| --- | --- | --- | --- |
| AA Code | Definition | AA Code | Definition |
| **W** | Caucasian-Not of Hispanic origin | **1** | Disabled |
| **B** | African American-Not of Hispanic origin | **2** | Disabled Veteran |
| **H** | Hispanic-Persons of Spanish culture origin, regardless of race | **3** | Vietnam-Era Veteran |
| **A** | Asian or Pacific Islander | **4** | Eligible Veteran |
| **I** | Native American or Alaskan Native | **5** | Special Disabled Veteran |

**b 1 = Current Cornell Regular employee; 2 = Temporary in department; 3 = Layoff; 4= External Applicant**

**c Give order of offers (1,2,3 etc.) for each offer made include offer outcome and detail on reason for non-accepted offers**

**d If applicant was interviewed and was identified as a member of a federally protected class, provide a brief explanation of what made that applicant less qualified. Attach an additional page if necessary.**

**APPLICANT SELECTED**

**Tenure Status:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | |  | | |  | | |  | Tenured | \_\_\_ |  | Non-Tenure Track | \_\_\_ |
| Campus Address: | |  | Phone: |  | | Starting date: |  | | Starting salary: |  |  | Tenure Track | \_\_\_ |  |  |  |

*For academic waivers, contact the Associate Vice President, Inclusion and Workforce Diversity and Senior Vice Provost for Academic Affairs*

Rationale for the selection of this applicant over others interviewed. For further explanation, see the ACSS Guidelines.

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| **The following (2) individuals have been contacted for references**: |  |  |  |

**AUTHORIZING SIGNATURES**

Signatures attest that a good faith effort was made to conduct the search and selection process in accordance with Cornell's Affirmative Action goals. **Please type or print name and date, then initial.**

\_\_\_\_

Hiring Supervisor Date Affirmative Action Unit Representative Date

**Affirmative Action/Equal Opportunity Statement**

It is the policy of Cornell University to actively support equality of educational and employment opportunity. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, protected veteran, or disability. The university is committed to the maintenance of affirmative-action programs that will ensure the continuation of such equality of opportunity. Sexual harassment is an act of discrimination and, as such, will not be tolerated. Inquiries concerning the application of Title IX may be referred to Cornell's Title IX officer (Associate Vice President) at the Department of Inclusion and Workforce Diversity, Cornell University, 150 Day Hall, Ithaca, NY 14853-2801 (Telephone: 607-255-3976 TDD: 607-255-7066).