

Units are responsible for diversifying their recruitment resources and their applicant pools.

INSTRUCTIONS

1. Submit the original form to the Chair/Director and Dean or his/her designee for signature;
2. Forward the original to Office of Equal Opportunity (OEO) for approval;
3. Retain a copy for department / unit.

Section A Composition: Provide a breakdown of the faculty in your (S/C/D) by race and gender.

All Applicants: Provide the total number of all applicants. To ensure that EEO data collection for all applicants is complete and accurate, the Academic Application in the WSU Online Hiring System (<http://jobs.wayne.edu>) must be utilized by all applicants.

Section B Seriously Considered Candidate(s): "Seriously considered" applicants are those applicants who met the advertised requirements and were preliminarily screened and/or interviewed by the search committee or search committee chairperson.

Section C Finalist(s): Provide complete information each of the finalist(s).

To expedite the review of all forms, OEO has assigned an EO Specialist to serve as the liaison for each S/C/D. Should you need additional assistance, please contact the OEO office at (313) 577-2280.

SCHOOL/COLLEGE/DIVISION:	DATE:
DEPARTMENT/UNIT:	POSTING #:
CLASSIFICATION/RANK: <i>(Check all that apply)</i>	<input type="checkbox"/> Lecturer <input type="checkbox"/> Faculty (Clinical) <input type="checkbox"/> Instructor <input type="checkbox"/> Faculty (Research) <input type="checkbox"/> Faculty (Other)

Part A: Indicate the total number of faculty in your department / unit by race and gender.

Male Faculty

White	African American	Hispanic	Asian/Pacific Islander	Native American	Total

Female Faculty

White	African American	Hispanic	Asian/Pacific Islander	Native American	Total

Total number of applications: _____

Part B: Seriously Considered Candidate Summary:

List the names and demographic characteristics of "seriously considered" candidates only. Obtain by "best guess" only. Use "unknown" only if a good faith inference cannot be made regarding the characteristics.

For each seriously considered candidate who is not chosen as a finalist, the department/unit must be able to provide the specific reason for rejection along with supporting documentation. This information must be retained in the department for two years after the effective date of the new hire

Citizen Codes:

- 1 = U.S. Citizen
- 2 = Permanent Resident
- 3 = Foreign National (not a Permanent Resident)
- U = Unknown

Race ID Codes:

- WH = White/Caucasian
- BL = Black/African American
- HO = Hispanic
- AS = Asian/Pacific Islander
- NA = Native American/Alaskan Native
- U = Unknown

Gender Codes:

- M = Male
- F = Female
- U =Unknown

Name(s) of Seriously Considered Candidate(s)	Citizenship	Race	Gender	Name(s) of Seriously Considered Candidate(s)	Citizenship	Race	Gender

Part C: Finalist(s):

List in priority order: 1) the first person to whom the position will be offered (the most qualified); 2) the next qualified person to whom the position might be offered; and 3) the last person to whom the position might be offered.

Name(s) of Finalist(s)	Citizenship	Race	Gender	Interview Date(s) <i>(If applicable)</i>	\$ Amount Offered <i>(If Applicable)</i>	Date Offer Tendered <i>(If Applicable)</i>	Date(s) Offer Accepted OR Rejected and Reason(s)

<u>Department / Unit Contact:</u>			
Name:	Campus Mail Address:		
Campus Phone:	Email:	Fax No.:	

Approved by:	
_____	_____
Chairperson Signature/Date	Dean or Designee Signature/Date