

AFFIRMATIVE ACTION ACTIVITY REPORT – Faculty (Blue Paper)

**PART B: AN OFFER OF EMPLOYMENT MAY NOT BE EXTENDED UNTIL THIS REPORT HAS BEEN APPROVED AND ALL ORIGINAL TRANSCRIPTS HAVE BEEN RECEIVED BY THE PROVOST’S OFFICE.**

Position: \_\_\_\_\_

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

College/Division: \_\_\_\_\_

**1. Recruiting Sources: ATTACH COPIES OF ALL ADVERTISEMENTS OR TRANSMITTALS**

- \_\_\_\_\_ Texas Workforce Commission
- \_\_\_\_\_ Historically Black Institutions
- \_\_\_\_\_ Historically Hispanic Institutions
- \_\_\_\_\_ Other Colleges and Universities (list enclosed)
- \_\_\_\_\_ Trade/Professional Journals
- \_\_\_\_\_ Websites \_\_\_\_\_
- \_\_\_\_\_ List Serves \_\_\_\_\_
- \_\_\_\_\_ Other \_\_\_\_\_

2. List of Finalists: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. REFERENCE CHECK DONE : Yes \_\_\_\_\_

4. **BACKGROUND CHECK DONE:** Yes \_\_\_\_\_

5. Applicant Log: **MUST BE ATTACHED**

6. Desired Candidate: \_\_\_\_\_

PIN# of Employee Replacing \_\_\_\_\_

Reasons for selection. Please be specific. Reasons must be objective and job-related.

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

7. Reasons for non-selection of other finalists identified in Item 3. Please be specific. Reasons must be objective and job-related.

Finalists	Reasons for non-selection
_____	_____
_____	_____
_____	_____

8. All official transcripts have been received and credentials verified according to SACS requirements.

\_\_\_\_\_  
Provost's Representative

\_\_\_\_\_  
Date

9. Required Signatures:

\_\_\_\_\_  
Chairperson, Search Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost & V.P., Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affirmative Action Advocate

\_\_\_\_\_  
Date