

**UNIVERSITY OF PITTSBURGH**

**OFFICE OF DIVERSITY AND INCLUSION SUMMARY FOR PROPOSED FACULTY OR ACADEMIC APPOINTMENTS**

(This form is to accompany appointment papers of all full- or part-time tenured/tenure stream faculty, full-time non-tenured stream faculty, academic/executive administrators, and other academic positions.)

\_\_\_\_\_ (Date)

Position Title/Rank \_\_\_\_\_ Responsibility Center/Dept. \_\_\_\_\_ Dept. Number \_\_\_\_\_

Name of Proposed Candidate \_\_\_\_\_ Gender \_\_\_\_\_ Race/Ethnicity\* \_\_\_\_\_ Proposed Annual Salary \_\_\_\_\_

Proposed Date of Appointment \_\_\_\_\_ Percent Time of Appointment \_\_\_\_\_ Tenured (1) \_\_\_\_\_ Tenured-Stream (2) \_\_\_\_\_ Non-Tenure Stream (3) \_\_\_\_\_

ODI Pre-Audit Search Form sent to Office of Diversity and Inclusion \_\_\_\_\_ (Date) New Position \_\_\_\_\_ Replacement Position \_\_\_\_\_ Position Number \_\_\_\_\_

List names of all finalists (interviewed, extensively reviewed) for position in order of priority, if applicable. Include any person who has withdrawn and explain.	*Race/Ethnicity & Gender (Please list M-Male, F-Female, or specify other)							Veteran and Disability Status		Citizenship			Candidate Source						Date of Interview	Highest Degree	Specialty or Field
								Veteran	Individual with Disability	US Citizen	Non US, Perm Res	Non US, Non-Perm	Conference	Journal	External Posting	Internal Posting	Personal Contact	Newspaper			
	A	B	H	NH	AMI	W	MR														
	Gender	Gender	Gender	Gender	Gender	Gender	Gender														

\* **A-Asian, B-Black or African American, H-Hispanic or Latino, NH-Native Hawaiian or Other Pacific Islander, AMI-American Indian or Alaskan Native, W-White, MR-Multiple Races**

- Total number of applicants for this position? \_\_\_\_\_
- For each woman or minority on the list or finalists who is not being recommended for the position, please indicate what particular aspects of the jobs requirements were not met as fully as by the proposed candidate.  
 \_\_\_\_\_  
 \_\_\_\_\_
- How does this appointment affect your department's representation?  
 of women: \_\_\_\_\_Increases \_\_\_\_\_Decreases \_\_\_\_\_No Change  
 of minorities: \_\_\_\_\_Increases \_\_\_\_\_Decreases \_\_\_\_\_No Change
- Please attach the previously submitted Pre-Audit Search Form for this position. If there were any changes in the information submitted on the Pre-Audit Search Form, please specify. \_\_\_\_\_  
 \_\_\_\_\_

The search and selection procedures have been in accordance with affirmative action policies and procedures.

The offer of appointment is being made in accordance with affirmative action policies and procedures.

Search Committee Chairperson \_\_\_\_\_ (Date)      Dean/Regional Campus President \_\_\_\_\_ (Date)      Provost/Senior Vice Chancellor for Health Sciences \_\_\_\_\_ (Date)  
 Department Head \_\_\_\_\_ (Date)      Chancellor/Executive Vice Chancellor/Vice Chancellor

Form 0121-1 (10/16) Procedure 02-02-15