LEHIGH UNIVERSITY
AFFIRMATIVE ACTION COMPLIANCE STATEMENT

TO: Provost

DATE: ________________________

RE: New Appointment (Initial Offer) _____ Tenured _____ Untenured

Department: ____________________________________________________________

Name of Candidate: ______________________________________________________

Present Rank: ___________________________________________________________

Proposed: ______________________________________________________________

Position Number: ____ ____ ____ ____ ____

This recommendation is made in accordance with the following statement.

Before any new or vacant tenure-track (pre-tenure or tenured) 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 minority and female candidates, 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. When it is not possible to make a clear choice among candidates on the basis of qualifications, special consideration will be given, at this juncture, in favor of women and minority 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.

NOTE:

The concept of race as used by the Equal Opportunity Commission does not denote clear-cut scientific definitions of anthropological origins. A candidate may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. The five race/ethnic categories are defined as follows:

1. White (not of Hispanic origin): All persons having origins in any of the original people of Europe, North Africa, or the Middle East.

2. Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

3. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
4. Asian or Pacific Islanders: All persons having origins in any of the original peoples of Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

5. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

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, tenure-track (pre-tenure and tenured) appointments of faculty partners/spouses can be approved without a national search; see the Lehigh University Faculty Dual Career Guidelines for information. 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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SUMMARY OF DEPARTMENTAL ACTION FOR NEW APPOINTMENTS IN COMPLIANCE WITH AFFIRMATIVE ACTION

A. THE CANDIDATE POOL

1. Describe in detail the position expected to be filled by this particular search.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
2. Information on candidates

INFORMATION ON APPLICANTS

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<tr>
<th></th>
<th>American Indian</th>
<th>Asian</th>
<th>Black</th>
<th>Hispanic</th>
<th>White</th>
<th>Disabled</th>
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(a) Total number of persons considered via applications, referrals, dossiers, etc.

(b) Total number of candidates given "serious consideration."

(i) Number of candidates for whom recommendations were solicited.

(ii) Number of candidates to be invited for an interview.

4. Review the dossiers (vita and recommendation letters) of the most qualified minority candidates and most qualified women candidates included in A,2(b).

5. Indicate the sex and ethnic background of the proposed candidate: ______________

B. AFFIRMATIVE ACTION GOALS

1. Indicate the names of members of the department who are minority and/or women faculty. (Please use an extra sheet if necessary.)

DEPARTMENT MEMBERS WHO ARE WOMEN AND MINORITIES

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<thead>
<tr>
<th>NAMES</th>
<th>American Indian</th>
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2. Indicate names and rank of all new appointments made during the past three years.

<table>
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<th>NEW APPOINTMENTS</th>
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<td>NAMES</td>
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3. Please furnish names and rank of minority and/or female candidates over the past three years who were:

   (a) Appointed by the department

   (b) Declined an offer extended by the department

C. CERTIFICATION OF COMPLIANCE

1. Department Chairperson

   In your judgment, does the recommendation appear to be in compliance with the university's Affirmative Action Plan, with respect to the following:

   (a) Was the search sufficiently broad and well calculated to produce the names of serious female and minority applicants or prospects?
   - Yes □ No □
   If no, explain ________________________________

   (b) Was the evaluation process sufficiently broad and intensive so that a sufficient number of prospects, including female and minority candidates, were given serious consideration?
   - Yes □ No □
   If no, explain ________________________________
(c) To the extent you can judge (including by reference to the dossiers reviewed in response to questions A 1-4) were the standards for choosing among the applicants properly applied?

☐ Yes  ☐ No  If no, explain ____________________________

_____________________________________________________

(Signed) Chairperson  date

2. University Affirmative Action/Equal Opportunity Officer: Provost

(a) Please set forth here any comments on questions in section C: __________

_____________________________________________________


(b) Recommendation (check one)

(i) Recommend for approval  ☐

(ii) Recommend for approval with reservations  ☐

(iii) Do not recommend for approval  ☐

(c) If (ii) or (iii) is checked, please give reasons: ________________________

_____________________________________________________

_____________________________________________________

(Signed) AA/EO Officer: Provost  Date

revised: 6/08