

## Instructions for completing Affirmative Action Summary

The Affirmation Action Summary should be submitted to the Academic Personnel Office with the Candidate's Appointment Case File. The Search Chair should complete all of the necessary information (highlighted in yellow) and then submit it to the School MSO to complete the remainder of the form (highlighted in turquoise). The Search Chair should also submit to the MSO a list of applicants that met qualifications, those that were seriously considered and those that were interviewed. The Affirmative Action information required to complete this form can be downloaded from PAWS. Once in PAWS, select Reports from the left-hand side of the screen. The type of report you select will depend on the type of information you need.

### 1. Applicant Information

- Total Applicants: In PAWS, under "Reports", select "Affirmative Action Pool Data." Enter the position code and check "printable report." (As long as there is a position code entered, there is no need to select Dates, Unit/ School or Series).
- Number of Applicants meeting minimum qualifications: In PAWS, under "Reports", select "Academic Affirmative Action Applicant List." Enter the position code and check "printable report." This report will generate a list of all the applicants' names, genders, ethnicities, whether disabled, a Vietnam veteran or a special disabled veteran. This report will need to be cross-checked with the names on the "Applicant list".
- Number seriously considered: This information can be obtained by comparing the list of seriously considered applicants submitted by the Search Chair and the Academic Affirmative Action Applicant List.
- Number interviewed: This information can be obtained by comparing the list of applicants interviewed submitted by the Search Chair and the Academic Affirmative Action Applicant List.

### 2. Disabilities

- In PAWS, under "Reports", select "Academic Special Designation Report." Enter the position code and check "printable report."

### 3. Applicants w/ minimum qualifications

- List the names of the applicants who met the minimum qualifications set forth by the search committee.

### 4. Applicants seriously considered (aka "short list")

- List the names of the applicants who were given serious consideration. (This doesn't necessarily mean these applicants were interviewed).

### 5. Applicants interviewed

- List the names of the finalists who were interviewed by rank (starting from the top candidate) and check whether or not they were recommended for hire.

- Gender and Ethnicity information can be obtained by comparing the names with the Academic Affirmative Action Applicant List.
6. Criteria
    - In rank order, state the criteria used for making the selection of appointment (e.g. academic excellence, area of research, teaching evaluations, etc.)
  7. Non-selection of minority or woman candidate
    - Explain why a minority or woman candidate wasn't selected (e.g. candidate had little teaching experience compared to the other candidates). It is only necessary to comment on the reasons for those that were interviewed. If the gender or ethnicity of the recommended candidate is not clear, check with the MSO to get the correct information.
  8. Recruitment Sources/ Advertisements
    - In PAWS, under "Reports", select "Recruitment Source Report." Enter the position code and check "printable report." This generates a list of recruiting sources and how many people learned of the position from each source.
  9. Direct Contact
    - In the Recruitment Source Report, you will be able to obtain the total number of applicants contacted by "Direct Contact" by adding "UC Faculty Referral" and "Contact at Professional Meeting/ Conference" numbers. Until a new report is created in PAWS, the gender and ethnicity information needs to be obtained by reviewing each application in PAWS.
    - Each Search Chair is responsible for listing the names of faculty who might have referred potential applicants as well as institutions and/or conferences they attended where the position was announced.
  10. Signatures
    - Search Chair, Academic Personnel Chair and Dean must sign and date. Preparer (MSO or Assistant) need only print name and date.