

University of Missouri - Kansas City

Approval Form - Affirmative Action Program on Academic Appointments

University of Missouri-Kansas City intends to comply with both the spirit and the letter of the law regarding Affirmative Action procedures. EVERY ITEM ON THIS FORM MUST BE COMPLETED PRIOR TO APPROVAL.

Department	College of Arts and Sciences School or College	Date
Position Title _____	Date Approved for Recruitment Notification of Listing _____	
Current Underutilization _____	Budget Position No. _____	

1. Recruitment Process Utilized:

- a. Affirmative Action Listing Date: _____
- b. List all additional methods of disseminating information on this position and advertising. Put an asterisk (*) next to all modes designed to reach minority and female applicants.

2. Describe any additional special efforts to attract minority and female applicants.

3. List all applicants for the position. (Attach additional names on separate sheets, if necessary). Use an asterisk (*) to indicate persons previously employed at UMKC in this position. Identify persons interviewed with an "I".

	*	I	Name		Sex	Race/Ethnic Data		*	I	Name		Sex	Race/Ethnic Data

4. List the names of individual applicants who, after applying, asked not to be considered and the reason for declining.

5. If minority group members and/or females applied and were not selected, list the reasons for rejection for each individual clearly and concisely. Indicate any candidates who were considered seriously.
6. State any difficulties encountered in this search. If female or minority candidates were unavailable, state your analysis of the basis for this circumstance and what you can do for future improvement.

Effective _____ I recommend that an offer of \$ _____ be made to _____

Is this person a rehire? yes no

Is this salary comparable to what other faculty or staff in your department with comparable experience and training are receiving? yes no

Does your department or division have sufficient office space to accommodate this new faculty member?
 yes no

State Building _____ Room Number _____

Service Basis: 9 months 12 months Non-Regular Regular

Years toward tenure _____

FTE: _____ If less than 1.0%, is this person also a full-time employee of UMKC? yes no

Was a search/screening committee involved? If so, list the members. If not, please explain why.

I have reviewed this form and find these procedures to be in compliance with all equal opportunity regulations.

Department Chairperson: _____ Date _____

Dean of the College: _____ Date _____

Placement Officer/ EEO Officer: _____ Date _____

Approved: Director of
Affirmative Action: _____ Date _____