**AFFIRMATIVE ACTION RECRUITMENT RECORD FOR FULL TIME FACULTY**

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Hire No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person recommended for hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank/Step recommended \_\_\_\_\_\_\_\_\_\_

Begin date of appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date recruitment began pursuant to approval by the Chief Diversity Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When/if using the Faculty Hiring Search Report form please skip to question #7.**

1. Date applications initially reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total number of applications\_\_\_\_\_\_\_\_\_\_\_
2. List names of Search & Screen Committee members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Names and dates of the meetings and/or conferences where the position announcement was distributed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. List the publications where the announcement was advertised (e.g., The Chronicle, Diverse Issues, Hispanic Outlook, department webpage, CSU Careers, etc.) **Attach one copy of each ad as it appears in those listed publications**.

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1. List other forms of announcements regarding the vacancy, including distribution to associations, colleges, universities, correspondence, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Attach any evaluation instrument(s)/rating sheet(s) used when reviewing candidates.
2. Have AA-2 Survey Forms been sent to all applicants? Yes \_\_\_\_ No\_\_\_\_

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I have reviewed the Affirmative Action Recruitment Record and believe that an appropriate affirmative action search has been conducted.

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Search Committee Equity & Diversity Representative (on file with E&D) Date

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Department Chair/Director Date

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College Dean/Vice President Date

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Chief Diversity Officer Date

AA-4 Revised 1/2017