

EEO-AFFIRMATIVE ACTION

FORM I

This form is to be submitted along with the FACULTY SEARCH APPLICANT SUMMARY form before invitations are issued to candidates for campus interviews.

Department/School: _____

Position Title and Rank as advertised: _____

Degree level specified in advertisement: Doctorate _____ Master's _____ Bachelor _____

Experience required: No _____ Yes _____ (If yes, number of years _____)

- _____ 1. Position was advertised in one or more appropriate national publications.
- _____ 2. Position was posted with TCU Human Resources Office.
- _____ 3. The ad(s) mentioned that "TCU is an EEO-AA Employer."
- _____ 4. Copy of the ad(s) showing place and date(s) of publication is attached. **See Number 6 on Search Procedures.**
- _____ 5. Statement describing the screening process used to identify the most qualified applicants is attached.
- _____ 6. List of minority, women's, and professional organizations contacted to request names of qualified female and minority group applicants and copies of letters and/or announcements sent to these organizations are attached.
- _____ 7. List of colleges, universities, or other sources that were contacted in an effort to identify qualified applicants and copies of letters and/or announcements sent to these institutions.

Dept. Chair	Date	Provost/VC Academic Affairs	Date
-------------	------	-----------------------------	------

Dean	Date	EEO/AA Officer	Date
------	------	----------------	------