

Faculty Position Recruitment Notice

Part I Vacancy notice

Date _____

Forward to EEO/AA Services at beginning of search process. Attach proposed advertisement.

Department _____ School _____ Position no. _____

Faculty rank _____ Title _____ Tenure track _____ Nontenure track _____

Application deadline date _____ Proposed hire date _____ Salary (range) _____

List recruitment sources to be used (i.e., titles of publications, personal contacts, conferences, etc.) **Must include minority sources.**

Contact person _____ Title _____ Phone no. _____ P.O. Box _____

Part II Recruitment results

Forward with **search process checklist** and supporting documentation to EEO/AA Services (Academic Campus)/Office of the Vice President for Health Sciences (MCV Campus) for search approval **prior to job offer being made.**

A. Advertising results

Name of publication(s)	Date(s)	No. of vita(e) generated
_____	_____	_____
_____	_____	_____
_____	_____	_____
Other sources (describe)	Date(s)	No. of vita(e) generated
Personal contacts _____	_____	_____
Conferences _____	_____	_____
Other (e.g. telephone calls, etc.) _____	_____	_____

B. Gender/race of application interviewed

	White	Afr.Am.	Asian	Hisp.	Am.Ind.
Male	_____	_____	_____	_____	_____
Female	_____	_____	_____	_____	_____

C. Total vita(e) received _____ Total number interviewed _____

Part III Appointment information

Complete and forward to EEO/AA Services **after search package has been approved and offer has been made and accepted.**

Name of successful candidate _____ Degree _____ Race _____ Gender _____

Appointment effective date _____ Rank _____

Appointment status: Full-time Permanent Tenure track
 Part-time Temporary (exp. date _____) Nontenure track

For EEO use only

Gender/Race of applicationS received – from AA data request form

	White	Afr.Am.	Asian	Hisp.	Am.Ind.	Total number received
Male	_____	_____	_____	_____	_____	_____
Female	_____	_____	_____	_____	_____	_____

P _____	U _____
LR _____	NLR _____
A _____	F _____ M _____
WP _____	WR _____


www.vcu.edu/eoaa
Virginia Commonwealth University • Office of Equal Employment Opportunity/Affirmative Action Services
901 W. Franklin St. • Richmond, VA 23284-3022 • (804) 828-1347 • Fax (804) 828-7201 • Voice/TTY (804) 828-1420

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