

**REQUEST TO MAKE AN OFFER
LIBRARY CONTINUING APPOINTMENT**

Candidate Name		Proposed Title			
Position					
Department/Unit		Library			
Date Approved					
Date Recruitment Approved by Provost		Account Number			
Cost Center:		Position Number		FTE	
Program Code:					
Permission to Make an Offer					
Request to offer a salary of: \$					
Social Security #		Sex	Race	Citizenship	
Effective Dates		FTE			
From:		To:			
Anticipated Start of First Promotional Review		Anticipated Start of Mandatory Continuing Appointment Review			
Moving Expenses Yes _____ No _____		Maximum Allowable Moving Expenses			
If the individual does not have permanent resident status please provide the following:					
Country of Origin/Citizenship		Date of Entry into the United States		Family Members in the United States	
Visa Classification		Dates of Current Visa Begin:		End:	
Education					
INSTITUTION		Degree Earned		Major Area	Degree Date MM/YY
1.					
2.					
3.					
Search Committee					
Name		Sex	Race	Name	

Recruitment Process		
How was the position publicized or information about the position disseminated? If the advertisement appeared in a publication, list name and address of publication, dates advertisement appeared, and attach copies of the ad, if available.		
Name of Publication	Address of Publication	Dates Ads Appeared

Special Search Efforts
What special efforts were made to identify and recruit female and minority applicants?

Shaded section will be completed by Affirmative Action Office.

Results of Recruitment Process					
Recruiting Source	Total Applicants	Total Female	Total Minority	Total Disabled	Total Non-Determined

Breakdown of All Applicants													
For the purpose of completing this form, an applicant is one who has made a formal request to be considered for this position. (An individual who is merely nominated, formally or informally, by another should not be considered an applicant unless he/she made a formal request for consideration.)													
Total		White		African American		Hispanic		Asian/Pacific Islander		American Indian		Non-Determined	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

Breakdown of Seriously Considered Applicants													
Total		White		African American		Hispanic		Asian/Pacific Islander		American Indian		Non-Determined	
M	F	M	F	M	F	M	F	M	F	M	F	M	F

Final Selection Process

List by name, sex, and race, if known, the applicants interviewed on campus (excluding candidate selected to receive an offer). Give the reason why the candidates listed below were not selected for the position.

Name of Applicant	Sex	Race	Reason Not Selected

Top Female and Minority Ranking

List the top five female and minority candidates not selected for the position. Give the reason why those candidates were not selected for the position.

Name of Applicant	Sex	Race	Reason Not Selected

Salary and Rank

Will the salary and rank offered be within the range stated on the Request to Recruit form? Yes _____ No _____
If not, please justify the request for a change.

Underutilization Status

Does this appointment affect the underutilization status of the department as reflected in the most recent report of goals and timetables? Yes _____ No _____
If no, explain why the decision was made not to address the department's goal for hiring in the underutilization category(ies).

Approvals

Chair/Director	Date	Library Administrator	Date
Dean	Date	Executive Director of Affirmative Action	Date
Provost			Date

Note

**Return of this form signed by the Provost is your authorization to make the above offer of employment.
No offer is to be made prior to approval of this form.**