

Units are responsible for diversifying their recruitment resources and their applicant pools. Each **original** part of the Tenured/Tenure Track Faculty Hiring Plan Form must be approved by OEO and the Provost as outlined below **prior to** inclusion in the Appointment Summary. Please contact OEO at (313) 577-2280 with any questions.

### INSTRUCTIONS

Each form (Part I, II, and III) must be submitted to OEO by the hiring unit separately. The Academic Application in the WSU Online Hiring System (<http://jobs.wayne.edu>) **must** be utilized by all applicants.

#### **PART I:**

Part I must be completed and approved **before** a posting is submitted. The form will be returned to the hiring unit by the Office of the Associate Provost for Academic Personnel.

**Section A:** Obtain the availability data from the Faculty Utilization tables: <http://oeo.wayne.edu/resources/reports.php>.

**Section B:** Include race/gender information by faculty classification as of the date the chairperson/director signs the form.

**Section C:** Include race and gender information by classification for search committee members.

#### **PART II:**

The position posting should be submitted with Part II. Part II must be completed and approved **before** posting is authorized. The Office of the Associate Provost for Academic Personnel will return Part II to the hiring unit with approval for posting.

**Section A:** List all publications, search and recruitment activities, etc., planned for this position. Note: the WSU On-Line Hiring System is not considered a recruitment activity.

The following language must be included in all position postings, announcements and advertisements: "Wayne State University is a premier, public, urban research university located in the heart of Detroit where students from all backgrounds are offered a rich, high quality education. Our deep rooted commitment to excellence, collaboration, integrity, diversity and inclusion creates exceptional educational opportunities preparing students for success in a diverse, global society. WSU encourages applications from women, people of color and other underrepresented people. WSU is an affirmative action/equal opportunity employer."

#### **PART III:**

To ensure that EEO data collection for all applicants is complete and accurate, the Academic Application in the WSU Online Hiring System (<http://jobs.wayne.edu>) **must** be utilized by all applicants.

**Section A:** This number represents the total number of applicants submitted for the position, regardless of their qualifications.

**Section B:** "Seriously considered" applicants are those who met the advertised requirements and were given a preliminary screening or interview by the search committee or search committee chairperson. Demographic information is documented by "best guess" only, as applicants cannot be asked their race, citizenship and/or gender during the pre-employment stage of the search process.

**Section C:** Semi-finalists are those individuals who were invited to campus for an in-person interview, including airport interviews. Again, demographic information is documented by "best guess" only. Note: A specific reason should be provided for each semi-finalist that is not advanced. This reason must specify why the candidate did not advance to the finalist stage.

**Section D:** List the most qualified person to be offered the position first, followed by the remaining qualified candidates. If applicable, clearly state which of the finalists rejected an offer and provide reasons.

Part III must be completed and approved before the Provost signs the letter of offer. OEO will forward Part III to the Provost's Office for signature. The Provost's Office will return it to the hiring unit with the signed letter of offer.

**NOTE: To avoid a delay in processing, please attach copies of the vitae for each of the finalists. For the final candidate, please attach copies of the vitae and letter of offer.**

**PART I:**

<b>SCHOOL/COLLEGE/DIVISION:</b>	<b>DATE:</b>
<b>DEPARTMENT/UNIT:</b>	<b>POSITION #:</b>
<b>CLASSIFICATION/RANK:</b> <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Full Professor <i>(Check all that apply)</i>	

**A. Availability Data:** List the information requested in the box below for **underutilized** groups only.

	African American	Asian/Pacific Islander	Hispanic	Native American/Alaskan Native	Total Minorities	Women
% Availability						
% Utilization						
WSU Difference %						

**B. S/C/D Composition**

Chair/Head of Department/Unit: \_\_\_\_\_

Name

Rank

**MALE FACULTY MEMBERS**

Rank	White	African American	Hispanic	Asian/Pacific Islander	Native American	Total
Professor						
Associate Professor						
Assistant/Instructor						
Lecturer/Sr. Lecturer						

**FEMALE FACULTY MEMBERS**

Rank	White	African American	Hispanic	Asian/Pacific Islander	Native American	Total
Professor						
Associate Professor						
Assistant/Instructor						
Lecturer/Sr. Lecturer						

**C. Search Committee Composition**

Search Committee Chair: \_\_\_\_\_

Name

Rank

**MALE COMMITTEE MEMBERS**

Rank	White	African American	Hispanic	Asian/ Pacific Islander	Native American	Total
Professor						
Associate Professor						
Assistant/Instructor						
Lecturer/Sr. Lecturer						

**FEMALE COMMITTEE MEMBERS**

Rank	White	African American	Hispanic	Asian/ Pacific Islander	Native American	Total
Professor						
Associate Professor						
Assistant/Instructor						
Lecturer/Sr. Lecturer						

**PART I:**

<b>Department / Unit Contact:</b> <i>(This is where the form will be forwarded once it has been approved by OEO)</i>		
<b>Name:</b> _____	<b>Campus Mail Address:</b> _____	
<b>Campus Phone:</b> _____	<b>Email:</b> _____	<b>Fax No.:</b> _____

<b>Approved by:</b>			
_____	_____	_____	_____
Chairperson/Director Signature	Date	Dean Signature	Date
_____	_____	_____	_____
Print Name		Print Name	

<b>OEO USE ONLY</b>	
Office of Equal Opportunity (OEO): <input type="checkbox"/> Review Deficiencies:	
_____	
Director / EO Specialist	Date
Deficiencies resolved:	

**PART II:**

<b>SCHOOL/COLLEGE/DIVISION:</b>	<b>DATE:</b>
<b>DEPARTMENT/UNIT:</b>	<b>POSITION #:</b>
<b>CLASSIFICATION/RANK:</b> <input type="checkbox"/> <b>Assistant Professor</b> <input type="checkbox"/> <b>Associate Professor</b> <input type="checkbox"/> <b>Full Professor</b> <i>(Check all that apply)</i>	

**B. Search and Recruitment Activities:** List all publications, search and recruitment activities, etc., planned for this position posting. Include special efforts to recruit women and/or minorities, position advertising and mailings, and any other relevant elements of the search plan. Job postings, announcements and advertisements **must** include the following language:

“Wayne State University is a premier, public, urban research university located in the heart of Detroit where students from all backgrounds are offered a rich, high quality education. Our deep rooted commitment to excellence, collaboration, integrity, diversity and inclusion creates exceptional educational opportunities preparing students for success in a diverse, global society. WSU encourages applications from women, people of color, and other underrepresented people. Wayne State is an affirmative action/equal opportunity employer”.

In addition, job postings, announcements and advertisements **may** request “Diversity Statements” as optional for the applicant to attach to the application package.

Type of Contact	Date(s)	Type of Contact	Date(s)

**PART II:**

<b>Department / Unit Contact:</b> <i>(This is where the form will be forwarded once it has been approved by OEO)</i>		
<b>Name:</b>	<b>Campus Mail Address:</b>	
<b>Campus Phone:</b>	<b>Email:</b>	<b>Fax No.:</b>

<b>Approved by:</b>	_____	_____	_____	_____
	<b>Chairperson/Director Signature</b>	<b>Date</b>	<b>Dean Signature</b>	<b>Date</b>
	_____	_____	_____	_____
	<b>Print Name</b>		<b>Print Name</b>	

<b>OEO USE ONLY</b>	
<b>Office of Equal Opportunity (OEO):</b> <input type="checkbox"/> <b>Review</b>	
<b>Deficiencies:</b>	
_____	
<b>Director / EO Specialist</b>	<b>Date</b>
<b>Deficiencies resolved:</b>	

**PART III:**

<b>SCHOOL/COLLEGE/DIVISION:</b>	<b>DATE:</b>
<b>DEPARTMENT/UNIT:</b>	<b>POSITION #:</b>
<b>CLASSIFICATION/RANK:</b> <input type="checkbox"/> <b>Assistant Professor</b> <input type="checkbox"/> <b>Associate Professor</b> <input type="checkbox"/> <b>Full Professor</b> <i>(Check all that apply)</i>	

- A.** Total number of all applicants: \_\_\_\_\_
- B.** Summary of names and demographic characteristics of seriously considered candidates only.  
**NOTE:** Use "unknown" only if a good faith inference cannot be made regarding characteristics.

For each seriously considered candidate who is not chosen as a finalist, the department/unit must be able to provide the specific reason for rejection along with supporting documentation. This information must be retained in the department for two years after the effective date of the new hire.

**Work eligibility Codes:**

- 1 = U.S. Citizen
- 2 = Permanent Resident
- 3 = Foreign National (not a Permanent Resident)
- U = Unknown

**Race ID Codes:**

- WH = White/Caucasian
- BL = Black/African American
- HO = Hispanic
- AS = Asian/Pacific Islander
- NA = Native American/Alaskan Native
- U = Unknown

**Gender Codes:**

- M = Male
- F = Female
- U = Unknown

Name(s) of Seriously Considered Candidate(s)	Work Eligibility	Race	Gender	Name(s) of Seriously Considered Candidate(s)	Citizenship	Race	Gender

- C. Semi-Finalist Section:** Those to whom an invitation to campus for an in-person interview was made.

Semi-Finalists	Work Eligibility	Race	Gender	Date(s) of Interview(s)	Reason Semi-Finalist Not Advanced

**D. Finalist Section:** Those to whom an offer might be made. List in priority order with the most qualified first and the least qualified last.

Finalists	Work Eligibility	Race	Gender	Date(s) of Interview(s)	Date Offer Tendered	\$ Amount Offered	Date Finalist Candidate Rejected Offer and Reason

**PART I:**

**Department / Unit Contact:**  
*(This is where the form will be forwarded once it has been approved by OEO)*

**Name:** \_\_\_\_\_ **Campus Mail Address:** \_\_\_\_\_

**Campus Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**Approved by:**

_____	_____	_____	_____
<b>Chairperson/Director Signature</b>	<b>Date</b>	<b>Dean Signature</b>	<b>Date</b>
_____	_____	_____	_____
<b>Print Name</b>		<b>Print Name</b>	

**OEO USE ONLY**

**Office of Equal Opportunity (OEO):**  Audited

**Deficiencies:**

\_\_\_\_\_

**Director / EO Specialist** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deficiencies resolved:**