

Units are responsible for diversifying their recruitment resources and their applicant pools.

INSTRUCTIONS

1. Submit the original form to the Chair/Director and Dean or his/her designee for signature;
2. Forward the original to Office of Equal Opportunity (OEO) for approval;
3. Retain a copy for your department / unit.

NOTE: OEO must approve all parts of the Tenured / Tenure-Track Faculty Hiring Plan Form prior to inclusion in the Appointment Summary, which goes to the Office of the Provost.

PART I:

Section A: Obtain the availability data from the Faculty Utilization tables

<http://o eo.wayne.edu/resources/reports.php>.

Section B: 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.**

Attach a copy of the position posting(s) to Part I of the OEO Hiring Plan Form.

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.

PART II:

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

Section B: Include race and gender information by classification or consultant status.

If the search committee is in place when Part I is completed Parts I and II can be forwarded simultaneously.

PART III:

Section A: This number should represent 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.

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.

To expedite the review of all forms, OEO has assigned an EO Specialist to serve as the liaison for each S/C/D. Should you need additional assistance, please contact the OEO office at (313) 577-2280.

PART I:

SCHOOL/COLLEGE/DIVISION:	DATE:
DEPARTMENT/UNIT:	POSITION #:
CLASSIFICATION/RANK: <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.

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

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.

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

PART I:

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

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

OEO USE ONLY	
Office of Equal Opportunity (OEO): <input type="checkbox"/> Review	
Deficiencies:	

Director / EO Specialist	Date
Deficiencies resolved:	

PART II:

SCHOOL/COLLEGE/DIVISION: _____ **DATE:** _____

DEPARTMENT/UNIT: _____ **POSITION #:** _____

CLASSIFICATION/RANK: Assistant Professor Associate Professor Full Professor
(Check all that apply)

A. 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						

B. 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 II:

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:

Chairperson/Director Signature Date

Dean Signature Date

Print Name

Print Name

OEO USE ONLY

Office of Equal Opportunity (OEO): Review
Deficiencies:

Director / EO Specialist

Date

Deficiencies resolved:

PART III:

SCHOOL/COLLEGE/DIVISION: _____ **DATE:** _____

DEPARTMENT/UNIT: _____ **POSITION #:** _____

CLASSIFICATION/RANK: **Assistant Professor** **Associate Professor** **Full Professor**
(Check all that apply)

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

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:

_____	_____	_____	_____
Chairperson/Director Signature	Date	Dean Signature	Date
_____	_____	_____	_____
Print Name		Print Name	

OEO USE ONLY

Office of Equal Opportunity (OEO): Audited

Director / EO Specialist **Date**