**Affirmative Action Recruitment Record**

 **For Part-Time Faculty**

**DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The submitted information is for Academic Year \_\_\_\_\_\_\_\_\_\_\_**  **OR for Spring \_\_\_\_\_\_\_\_\_ Semester**

1. Date recruitment began: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date applications closed:\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List all faculty members involved in the recruitment and evaluation/selection process, including the department Equity and Diversity Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. In adherence with the annual Faculty Affairs *Procedures for Establishing an Application Pool & Processing Part-Time Faculty Appointments Memorandum:*

Check all boxes that apply which describes the department’s efforts in soliciting applicants for these

anticipated part-time openings:

□ email/campus mail/U.S. mail inquiry of interest contact with all current department part-time

 and full-time faculty

□ email/campus mail or U.S. mail notice to universities and community colleges in the Los

 Angeles, Ventura and Orange County region, please list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ distributed/solicited to appropriate discipline associations/contacts, please list \_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ posted on department home webpage

□ other contacts made in soliciting applicants for these anticipated openings, please

 list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have reviewed the Affirmative Action Recruitment Record and the documentation on file in the department and believe that an appropriate affirmative action search has been conducted.

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 Department Equity and Diversity Representative (on file with E&D) Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Chair /Director Date

 I have reviewed the Affirmative Action Recruitment Record and the recruitment process and believe an appropriate affirmative

action search has been conducted.

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 College Dean/Vice President Date

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 Director, Office of Equity and Diversity Date

AA-08

Revised 12/2013