

**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 _____

3. 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/department contacts, please list _____

 - posted on department home webpage

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.

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.

College Dean/Vice President

Date

Chief Diversity Officer

Date