

AFFIRMATIVE ACTION REPORT FOR FIRST ANNUAL APPOINTMENTS

To be completed by department head for all first annual appointments, first appointments after a break in service of more than two years, or reappointments with change in title or location when there is a significant change of activity or level of responsibility. Not required for visiting appointments.

Appointee's Name:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Appointing Department:	
<p>Minority Classification (as defined by the Department of Labor):</p> <p><input type="checkbox"/> 1. Black (not of Hispanic origin) A person having origins in any of the black racial groups of Africa.</p> <p><input type="checkbox"/> 2. Asian or Pacific Islander A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. The Indian Subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Ceylon, and Bhutan.</p> <p><input type="checkbox"/> 3. American Indian or Alaskan Native A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.</p> <p><input type="checkbox"/> 4. Hispanic A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent or culture should be included in this category. Persons from Brazil, Guyana, Surinam, or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic category. In addition, the category does not include persons from Portugal, who should be classified according to race.</p> <p><input type="checkbox"/> 5. White (not of Hispanic origin) A person having origins in any of the original peoples of Europe, North Africa or the Middle East.</p>	
<p>Search Procedure:</p> <p><input type="checkbox"/> Internship Selection Committee</p> <p><input type="checkbox"/> Departmental Search Committee</p> <p><input type="checkbox"/> Training Program Steering Committee</p> <p><input type="checkbox"/> Other (specify)</p>	
<p>In order to meet Medical School/School of Dental Medicine/Affiliated Institution Affirmative Action requirements, it is important that you maintain in your department <i>for at least six years</i> a record of</p> <ul style="list-style-type: none"> • the process by which a pool of candidates was developed, including how you made clear your interest in identifying potential women and minority candidates • the names of people in your department who participated in the selection process (note which are women and minorities) • the name of each candidate including, where available, curriculum vitae, bibliography and data on race and sex • the process of consideration and specific comparison of leading candidates that led to selection • all selection, search or steering committee votes <p>The above records must be available in your department for review.</p>	
Department Head:	Date: