

**THE UNIVERSITY OF MEMPHIS**  
**APPROVAL FOR APPOINTMENT**  
**(For Professional/Administrative Positions)**

1. Department \_\_\_\_\_ 2. Position \_\_\_\_\_

2. A. Type of Appointment: Administrative \_\_\_\_\_ Professional \_\_\_\_\_

3. Name of Appointee \_\_\_\_\_ 4. Present U of M position (if applicable) \_\_\_\_\_

5. Appointment Date \_\_\_\_\_ 5. A. Salary \$ \_\_\_\_\_ Fiscal \_\_\_\_\_ Modfy \_\_\_\_\_ Other \_\_\_\_\_ 5. B. Moving Expenses \$ \_\_\_\_\_

6. Number Interviewed: White \_\_\_\_\_ Black \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian \_\_\_\_\_ Alaskan Native \_\_\_\_\_ Female \_\_\_\_\_  
(Please attach a copy of the vita of each individual interviewed.)

7. Affirmative Action Information - (The following items should be completed for the type of appointment indicated in 2. A.)

Race and sex composition of department for similar positions:

% White \_\_\_\_\_ % Black \_\_\_\_\_ % Asian \_\_\_\_\_ % Hispanic \_\_\_\_\_ % American Indian \_\_\_\_\_ % Alaskan Native \_\_\_\_\_ % Male \_\_\_\_\_ % Female \_\_\_\_\_

**SUMMARY OF APPLICANTS**

1. Final Candidates (candidates from which interviewees were chosen)

White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ Asian \_\_\_\_\_ American Indian \_\_\_\_\_ Alaskan Native \_\_\_\_\_ Female \_\_\_\_\_  
(Submit copies of vitae for all minority applicants.)

2. Candidates interviewed for position (Please provide attachment if necessary.)

<u>NAME</u>	<u>RACE</u>	<u>SEX</u>	<u>COMMENTS</u>
1.			
2.			
3.			
4.			
5.			

3. If Black, female, or other minority candidates were not interviewed, please indicate reasons: (Please provide attachment if necessary.)

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4. Describe specific efforts to recruit Blacks, females, and other minorities for this position. Must be completed for Blacks if position is professional level based on Geier vs. Sundquist court order.

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5. Advertisement (List all publications and publication dates of advertisements. Attach copy of all advertisements.)

- 1.
- 2.
- 3.

\_\_\_\_\_  
Signature, Search Committee Chair

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Date