

UNIVERSITY OF PITTSBURGH AFFIRMATIVE ACTION PRE-AUDIT SEARCH FORM

This form is to be completed and submitted along with the position notice for approval by the Office of Affirmative Action, Diversity and Inclusion for all full-time or part-time tenured or tenure-stream faculty, full-time non-tenure stream faculty, academic/executive administrative positions, or other academic positions.

| Responsibility Center/Department: | _ Department Code: |
|---|--------------------------------|
| Position Title/Rank: | Position Number: |
| Tenure Status: Tenured (1) Tenure-Stream (2) Non-Tenure-Stream (3) | B) Type: NewReplacement |
| Funding Source:% University% Grant% Other Ap | pplication Closing Date: |
| If other funding, please explain | |
| Background checks and/or clearances may be required for this position. You mu reverse of this form prior to securing approval by the Office of Affirmative Action | - |

- I. Attach a copy of the proposed position notice. (See guidelines/instructions on reverse.)*
- **II.** Please complete the following:
 - A. Composition of Search Committee

| Name | Gender | Race/Ethnicity** | Position Title |
|---------|--------|------------------|----------------|
| , Chair | | | |
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B. General Recruitment Sources (Identify professional association(s), publications, educational institutions, etc. that will receive position announcement.)

| National | |
|---|--|
| Regional | |
| Local (exclusive of <i>The University Times</i>) | |

- **C. Special Recruitment Sources** (Identify any special efforts to recruit women and minority candidates including mailings, special advertisements, telephone visitations, etc.) If none are to be used, please explain.
- III. Scope of Search: () National () Regional () Local () Internal All tenured and tenure-stream faculty and academic/executive administrative positions require a national search. If search is to be less than national, please explain on reverse of this form.

Submitted by Department Head

Reviewed by Responsibility Center

Approved by Office of Affirmative Action

(Date)

(Date)

(Date)

- IV. Background checks and/or clearances may be required for certain positions at the University such as individuals working with children, handling money, involving security and/or those who have access to certain sensitive information. The following question is intended to determine the necessary next steps regarding background checks and/or clearances. If you have questions regarding background clearance requirements and/or process, please contact the Office of Human Resources Recruiting and Client Services Department at 412-624-8150.

 - 2. Does this position have a significant likelihood of regular contact with children? Yes No If yes, background check clearances will be required and employment offers will be contingent on satisfactorily obtaining and passing the following prior to commencement of employment: 1) Pennsylvania Department of Public Welfare Child Abuse History Clearance, 2) Pennsylvania State Police Criminal Record Check, and 3) FBI Criminal Record Check.

*Note: The position notice must include the following information:

- 1. a brief statement of duties
- 2. minimum objective qualifications (i.e., degrees and experience); other desirable qualifications
- 3. rank and/or title (if "open" or negotiable, please state); salary range or minimum
- 4. tenured/tenure-stream/non-tenure-stream; full/part-time
- 5. proposed starting date
- 6. closing date for receipt of applications (or the statement "In order to ensure full consideration, applications must be received by [date]. ")
- 7. name, address, and telephone number of the person to contact
- 8. the following brief statement of campus policy: "The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer."
- ** **BK** Black or African American (Not Hispanic or Latino)
 - **AS** Asian (Not Hispanic or Latino)
 - NHPI Native Hawaiian or Pacific Islander (Not Hispanic or Latino)
 - AIAN American Indian or Alaskan Native (Not Hispanic or Latino)
 - HS Hispanic or Latino
 - **WH** White/Caucasian (Not Hispanic or Latino)
 - MR Multiple Races (Two or More Races)

Add further explanations in this space or attach another page: