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 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)   **Type:** ___ New ___Replacement

Funding Source: _____ % University _____% Grant _____ % Other   **Application Closing Date:** _____

   If *other funding*, please explain _____

Background checks and/or clearances may be required for this position. You must answer the related questions on the reverse of this form prior to securing approval by the Office of Diversity and Inclusion.

I.   **Attach a copy of the proposed position notice.** (*See guidelines/instructions on next page*.) *

II.   **Please complete the following:**

   A.   **Composition of Search Committee**

Name	Gender	Race/Ethnicity**	Position Title
, Chair			

   B. **General Recruitment Sources** (Identify professional association(s), publications, educational institutions, etc. that will receive position announcement.)

   National _____
   Regional_____
   Local (exclusive of *The University Times)* _____

   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   (Date)

   _____   _____
   Reviewed by Responsibility Center   (Date)

   _____   _____
   Approved by Office of Diversity and Inclusion   (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.

1. **Does this position require a background check?** Yes No
   If yes, please provide details: _____

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 and values equality of opportunity, human dignity and diversity, EEO/AA/M/F/Vets/Disabled

** **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:

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