



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) **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 Affirmative Action, Diversity and Inclusion.

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			

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 Affirmative Action

 (Date)

