 **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: \_\_\_\_\_\_\_\_\_\_\_\_**

**Requisition 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.***

1. **Attach a copy of the proposed position notice.** (*See guidelines/instructions on next page*.) \*
2. **Please complete the following:**

**A**. **Composition of Search Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Gender** | **Race/Ethnicity\*\*** | **Position Title** |
| , Chair |  |  |  |
| , Admin |  |  |  |
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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 *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)

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Reviewed by Responsibility Center (Date)

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Approved by Office of Diversity and Inclusion (Date)

1. **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.”

\*\* **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:

Form 0121 (10/16) Procedure 02-02-15