Affirmative Action Appointment Form

Checklist

For Fulltime Faculty Appointments

Perelman School of Medicine

Name_____________________________________________________________________

Department   ___________________________________________________________

Proposed Track and Rank ___________________________________________________

☐ National Search

☐ Limited Search

ATTACHMENTS to AA Appointment Form

☐ It is required that you use the Recruitment Worksheet to track all candidates in a faculty search.

 o Upload the completed Recruitment Worksheet to the AA Appointment Form.

☐ If Applicable—

 o Upload CV’s of the two (2) most qualified minority and the two (2) most qualified women considered.

☐ Upload copies of advertisements:

 o Upload copies of all published faculty ads with dates of publication and journal titles (includes published ads in professional journals and on-line ad postings).

☐ Upload a list of the universities, schools, and departments contacted for a national search.

☐ Upload a sample search letter (or email message) used to contact universities, schools and departments.

☐ Upload a Chair’s Recommendation Letter for Section III.3., to describe reason for selecting the proposed candidate.

☐ Upload CV of Candidate.

☐ If Applicable –

 o Upload memo/letter for small pool of applicants (less than 5).

 o Upload memo/letter if candidate is presently an Instructor/Lecturer/Research Associate at Penn.

 o When an internal candidate is selected, use the Recruitment Worksheet to explain why every other applicant is not qualified.

SUBMISSION of AA Appointment Form

 o As of July 1, 2013, the AA Appointment Form is submitted completely online and all signatures are collected electronically.

REMEMBER: IF AN AA APPOINTMENT FORM IS RETURNED FOR CORRECTIONS OR ADDITIONAL INFORMATION, IT MAY DELAY THE APPOINTMENT APPROVAL PROCESS.

6/2013