

# Affirmative Action Internal Promotion/Transfer Procedure Report

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

PLEASE SUBMIT ORIGINAL AND TEN COPIES.

**Check One:**  Initial submission     Resubmission

Please read the *Guidelines for Affirmative Action Search Procedures in the Hiring of Faculty and Professional Staff at the State University of New York at Buffalo*. Include all appropriate documentation (internal position vacancy announcement and the skills bank list.)

DEPARTMENT OR UNIT: \_\_\_\_\_

DATE POSITION BECAME AVAILABLE: \_\_\_\_\_

SCHOOL OR FACULTY: \_\_\_\_\_

EFFECTIVE APPOINTMENT DATE: \_\_\_\_\_

STATE TITLE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

IN-HOUSE TITLE: \_\_\_\_\_

TELEPHONE NO. & EXT.: \_\_\_\_\_

PROFESSIONAL RANK: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SALARY: \_\_\_\_\_ ASST/ASSOC DEAN E-MAIL ADDRESS: \_\_\_\_\_

- A. Describe the specific affirmative action search procedures undertaken to fill this position. Append documentation.
  
- B. List criteria used in selection of candidate.
  
- C. What are the internal availability pool percentages of females and ethnic minorities for the position. Ascertain the percentages from the skills bank list you received. You may request information from the EO/AA Office.

**JOB TITLE REQUESTED:**

% Female	% American Indian or Alaskan Native	% Asian or Pacific Islander	% Black	% Hispanic

- D. Applicant Analysis: Give sex, race, and other information to the best of your knowledge. In this two-part section indicate all categories that apply. Please note that an applicant may be reflected in more than one category, but counted only once (i.e., one applicant may be white, disabled, and a Vietnam-era veteran). Total number in applicant pool: \_\_\_\_\_

**APPLICANT ANALYSIS (All persons who submitted formal application.)**

	Black	Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	White	Person with a Disability	Veteran Vietnam Era	Non Citizen
Male								
Female								
TOTAL								

If the applicant pool does not correlate positively with availability pool, please explain.

- E. Candidate Pool Analysis: Give sex, race, and other information to the best of your knowledge. In this two-part section indicate all

categories that apply. Please note that a candidate may be reflected in more than one category, but counted only once (i.e., one candidate may be white, disabled, and a Vietnam-era veteran). Total number in candidate pool: \_\_\_\_\_

**CANDIDATE ANALYSIS (All persons meeting minimum qualifications.)**

	Black	Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	White	Person with a Disability	Veteran Vietnam Era	Non Citizen
<b>Male</b>								
<b>Female</b>								
<b>TOTAL</b>								

If the candidate pool does not correlate with the availability pool, please explain.

- F. List and code the seriously considered candidates for this position (those about whom additional information was sought; e.g., references, curriculum vitae, correspondence, telephone calls, etc.). When indicating race use "M" for male and "F" for female. (Use additional sheet if necessary.) In this section indicate all categories that apply; i.e., a candidate may be white, disabled, and a Vietnam-era veteran.

**SERIOUSLY CONSIDERED CANDIDATES**

NAME	CODE (see below)	White	Black	Hisp.	Am. Ind. or Alaskan Native	Asia or Pacific Islander	Person with a Disability	Veteran Vietnam Era	Non Citizen

**CODES:**

- 1. Candidate withdrew prematurely.
- 2. Not selected for interview.
- 3. Invited for interview; candidate declined.
- 4. Interviewed.
- 5. Candidate withdrew after interview.

- G. List the candidates selected for this position in rank-order. In the event the primary candidate is no longer available, offers will be made in keeping with the rank order shown.

1. \_\_\_\_\_ 4. \_\_\_\_\_  
 2. \_\_\_\_\_ 5. \_\_\_\_\_  
 3. \_\_\_\_\_ 6. \_\_\_\_\_

- H. As required by Federal regulations, describe how each of the protected candidates identified in E compared with the selected candidate(s). This comparison should be detailed and discussed in terms of position criteria and specific qualifications. The suitability of each individual protected group member who met the minimum qualifications must be explained. Use separate sheets if necessary.
- I. Rationale. If members of the protected groups are ranked 2-6, but not 1, give the reasons why. Please be specific.

J. Composition of current work force (include only employees with greater than .4 FTE) in your hiring unit.  
 Data provided for professional staff \_\_\_\_\_.

**COMPOSITION OF CURRENT PROFESSIONAL STAFF**

	Black	Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	White	Person with a Disability	Veteran Vietnam Era	Non Citizen
<b>Male</b>								
<b>Female</b>								
<b>TOTAL</b>								

K. Verification of Report

**SEARCH COMMITTEE COMPOSITION** Assign "F" for female and "M" for male.

NAME	TITLE	White	Black	Hisp.	Am. Ind. or Alaskan Native	Asian or Pacific Islander	Person with a Disability	Veteran Vietnam Era	Non Citizen

L. Selected by: \_\_\_\_\_ Date: \_\_\_\_\_  
 NAME AND TITLE

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ DEAN – *if not*  
*signature above*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 CHAIR, PRESIDENT'S PANEL – *recommendation attached*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 PRESIDENT/PROVOST/VICE PRESIDENT

PROVOST/VICE PRESIDENT WILL DISTRIBUTE APPROVED COPIES TO:

- Initiating Department or Unit
- Affirmative Action Officer
- Dean or Director
- Manager of Employment