

Form FS8

Lecturer Selection Form

**This form must be completed, signed by the Department Chair and the College Dean, and forwarded to the Director & Title IX Coordinator, Affirmative Action and Equity (DAAE), with the selected candidate’s CV.**

|  |  |
| --- | --- |
| **College / Department** |  |
| **Start Date** |  |
| **Contract Duration** | **One-year benefits eligible position** |
| **Means by which candidate pool was assembled** |  |
| **Degree(s) Held** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF SELECTED CANDIDATE** | **RACE/ ETHNIC CODE** | **GENDER** | **RATIONALE FOR SELECTION** |
|  |  |  |  |

Reasonable efforts must be made to identify race, ethnicity and gender information. In doing so, **do not guess**. Use your best judgment in identifying the individual’s race, ethnicity and gender either by visual identification information (i.e., visual cues such as appears in person, SKYPE interview) or by applicant’s self-identification information (i.e. CV, cover letter or verbal interaction). If, after making reasonable efforts to identify race, ethnicity or gender information, you are unable to obtain such information, you must record the individual’s race/ethnicity or gender as “Unknown.”

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **APPLICANT POOL** | | | **INTERVIEW POOL** | | |
| **CODE** | **RACE/ETHNIC BACKGROUND** | | **Male** | **Female** | **Unknown** | **Male** | **Female** | **Unknown** |
| **H** | **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. | |  |  |  |  |  |  |
| **W** | **White *(Not Hispanic or Latino)*** – A person having origins in any of the original people of Europe, the Middle East, or North Africa. | |  |  |  |  |  |  |
| **B** | **Black or African American *(Not Hispanic or Latino)*** – A person having origins in any of the black racial groups of Africa. | |  |  |  |  |  |  |
| **N** | **Native Hawaiian or Other Pacific Islander *(Not Hispanic or Latino)*** – A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands. | |  |  |  |  |  |  |
| **A** | **Asian *(Not Hispanic or Latino)*** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. | |  |  |  |  |  |  |
| **I** | **American Indian or Alaskan Native *(Not Hispanic or Latino)*** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. | |  |  |  |  |  |  |
| **T** | **Two or More Races *(Not Hispanic or Latino)*** – All persons who identify with more than one of the above five races. | |  |  |  |  |  |  |
| **U** | **Unknown *(Race/Ethnic Background Unknown)*** | |  |  |  |  |  |  |
|  | TOTALS | |  |  |  |  |  |  |
|  | | SIGNATURES | | | | | DATE | |
| Chair | |  | | | | |  | |
| Dean | |  | | | | |  | |
| Affirmative Action and Equity | |  | | | | |  | |