



ACADEMIC RECRUITMENT — SELECTION DATA AND COMPLIANCE FORM

Faculty Search Guidelines - The CALL, Appendix 23
Revised 8/03

Date Prepared _____

Department _____

Appointment Information

Advertised Position _____	Percent of Time _____
Appointee _____	Title _____ Step _____ Title Code _____
Employee No _____	Begin Date _____ End Date _____ Percent of Time _____

Statistical Information

Sex <input type="checkbox"/> Male <input type="checkbox"/> Female Ethnicity <input type="checkbox"/> A <input type="checkbox"/> E <input type="checkbox"/> R <input type="checkbox"/> X <input type="checkbox"/> B <input type="checkbox"/> F <input type="checkbox"/> U <input type="checkbox"/> 2 <input type="checkbox"/> C <input type="checkbox"/> L <input type="checkbox"/> W <input type="checkbox"/> 5	Citizenship <input type="checkbox"/> (C) U.S. Citizen <input type="checkbox"/> (N) Non-resident, no tax treaty <input type="checkbox"/> (E) Non-resident, with tax treaty <input type="checkbox"/> (R) Permanent Resident <input type="checkbox"/> (A) Non-resident, Japan, Korea, Canada, Mexico <input type="checkbox"/> (X) Non-resident working outside the U.S.	Veteran Status <input type="checkbox"/> (N) Not a Veteran <input type="checkbox"/> (V) Veteran <input type="checkbox"/> Recently Separated Date _____ Veteran Disability <input type="checkbox"/> (N) Not a Special Disabled Veteran <input type="checkbox"/> (S) Special Disabled Veteran
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Search/Exception Type

_____	(1) In Conformity with Full Search Requirements <i>Normal channels of search were used to the maximum feasible extent as appropriate for the specific type of position, i.e., advertising in appropriate publications, letters, announcements and other communications to organizations and individuals.</i>
_____	(2) Emergency Temporary Exception - Limited Search/No Search <i>Last minute appointment made due to an unforeseen occurrence; appointment cannot be for more than one academic year in duration; subsequent appointments to this same position may be made only after full search. Or appointment is of an intermittent nature that is short in duration.</i>
_____	(3) Continuing Exception - No Search <i>Search is inappropriate because no allocation of a UCLA position is involved; position is either for an individual who has a fellowship, is on sabbatical leave from an other institution, grant or award is providing support.</i>
_____	(4) Continuing Exception - WOS Appointment - No Search <i>Individual is employed by an institution or organization affiliated with UCLA and the appointment is necessary in order to enable the individual to participate in a UCLA program; or any without salary appointment where the department is ready to provide a similar appointment for any other similarly qualified individual who might be available.</i>
_____	(5) Temporary Exception - Outstanding Qualification & Expertise - No Search <i>This is an individual with unique and outstanding qualifications who can fill a special need in the department and there is documentation of unique expertise not otherwise reasonably available; appointment cannot be made for more than one academic year.</i>
_____	(6) Appointment of Opportunity - No Search <i>Vice Chancellor approval has been secured for an appointment in the Regular Professor series of an individual who qualifications are so unique and outstanding, and whose potential value to the campus and department is so great as to justify a waiver; or the Vice Chancellor has authorized a waiver where successful recruitment of the leading candidate will be ultimately dependent upon a suitable academic appointmen for his/her spouse.</i>

Recruitment Search

List publications in which advertisements were placed and dates of their publication. Also describe other means of advertising used to make the position known including, for example, communications to other educational institutions, professional organizations, individuals, etc. Please explain the selection basis for each means of advertising. (Attach copies of advertisements and announcements.)

Recruitment Pool

List below the composition of the pool generated by the recruitment search.

	Black	Asian	Native American	Hispanic	White	Unidentified	Total
Men							
Women							
Total							

Selection Pool

List below the applicants from the above Recruitment Pool who were found to merit full consideration (e.g., those invited to visit, individually reported on by committee to department faculty, etc.).

	Black	Asian	Native American	Hispanic	White	Unidentified	Total
Men							
Women							
Total							

Withdrawal or Declination Information

If any individual in the Selection Pool withdrew or declined to be considered, or declined a tentative offer, please explain the reasons given and indicate their ethnicity and gender.

Certification

The signature below certifies that this appointment is in compliance with the provisions of the campus Faculty Search Guidelines. This signature also indicates that the appointment has been made either in conformity with full search requirements, or as an exception.

 Department Chair or Director Date

Certification for Regular Professor Series

The Dean's signature certifies that this appointment in the Regular Professor Series was conducted in conformity with full search requirements as set forth in the campus Faculty Search Guidelines.

 Dean Date

Ethnicity Codes

Code	Ethnicity	Definition
A	Black	<i>Not of Hispanic Origin. Persons having origins in any of the Black racial groups of Africa.</i>
B	Japanese/Japanese-American	<i>Persons having origins in any of the original peoples of Japan.</i>
C	American Indian or Alaskan Native	<i>Persons having origins in any of the original American Indian peoples of North America, including Eskimos and Aleuts, or who maintain cultural identification through tribal affiliation or community recognition.</i>
E	Mexican/Mexican American	<i>Persons of Mexican Culture or origin, regardless of race.</i>
F	White	<i>Not of Hispanic Origin. Persons having origins in any of the original peoples of Europe, North Africa or Middle East.</i>
L	Filipino/Pilipino	<i>Persons having origins in any of the original peoples of the Philippine Islands.</i>
R	Pakistani & East Indian	<i>Persons having origins in any of the original peoples of the Indian sub-continent (e.g., India & Pakistan).</i>
U	Unknown/Unidentified	
W	Other Spanish/Spanish American	<i>Persons of Spanish culture or origin, not included in any of the Hispanic categories listed here.</i>
X	Other Asian	<i>Persons having origins in any of the original peoples of the Far East (including Korea), Southeast Asia, or Pacific Islands (including Samoa), not included in any of the Asian categories listed here.</i>
2	Chinese/Chinese American	<i>Persons having origins in any of the original peoples of China.</i>
5	Latin American/Latino	<i>Persons of Latin American (e.t., Central American, South American, Cuban, Puerto Rican) culture or origin, regardless of race.</i>