



Certification of Search Pool for Positions Requiring Chancellor's Approval in Accordance with Policy 5:01:00:00 and Guideline P-010

TENNESSEE BOARD OF REGENTS

Staff procedures for processing campus personnel appointments require a "Certification of Search Pool for Positions Requiring Chancellor Approval" before an institution is authorized to extend to any candidate an invitation for interview (for definitions, see below). Certification requires submission of the following information:

Institution		Position		Date	
Dept. / Organization Unit		Origin of Appointee Recommended (Select one)	<input type="checkbox"/> *Promotion from within without search <input type="checkbox"/> Internal Candidate in search <input type="checkbox"/> External candidate in search <input type="checkbox"/> Other (explain) _____		

Total Applicants for this Position - Gender	Male	%	Female	%
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Total Applicants for This Position - Ethnicity							
Hispanic or Latino or Spanish Origin		African- American		Asian		American Indian	
Alaska Native		Native Hawaiian or Pacific Islander		Unknown		2 or More	Total

Final Candidates for this Position – Gender (Candidates from which interviews were chosen)*	Male		Female		Undisclosed	
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Total Candidates for This Position - Ethnicity							
Hispanic or Latino or Spanish Origin		African- American		Asian		American Indian	
Alaska Native		Native Hawaiian or Pacific Islander		Unknown		2 or More	Total

NOTE: Please attach resumes of all final candidates who are female, minority or underrepresented.

Was There a Diverse Search Committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain. If yes, please list the race/ethnicity and sex of each search committee member below.

Did the search committee screen these candidates	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain

Did the candidates meet or exceed the criteria published in the job description?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain.

Was the position appropriately advertised?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain. If yes, list the publications used to advertise the position.	
1)	2)	3)	4)	
5)	6)	7)	8)	

Candidates Interviewed for Position*							
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	
Name		Race		Sex		Comments	

Comments on Candidate Pool

My signature below certifies this pool of candidates for compliance with the current campus affirmative action plan and with all requirements of TBR Guideline P-010.

Campus Equity Officer		Date	
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System Office Equity Officer		Date	
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System Office Academic Affairs (if applicable)		Date	
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The appointments and terminations which require the prior approval of the president and the Chancellor include: all vice presidents or other executives reporting directly to the President (academic, business, student affairs, etc.) including all interim appointments; directors and chairs of the Center of Emphasis and Excellence; and any other positions which may be designated by the Chancellor.

Distribution:

Vice Chancellor for Academic Affairs or President

A copy of this form should be maintained in the appropriate institutional divisional offices.