**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) | | \*Promotion from within without search  Internal Candidate in search  External candidate in search  Other (explain) | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Applicants for this Position - Gender** | | | | Male | | % | | | Female | | | % | | | |
|  | | | | | | | | | | | | | | | |
| **Total Applicants for This Position - Ethnicity** | | | | | | | | | | | | | | | |
| White |  | Black or  African- American | | |  | | Hispanic/  Latino |  | | 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 | | |  |
|  | | | | | | | | | | | | | | | | | | |
| **Final Candidates for This Position - Ethnicity** | | | | | | | | | | | | | | | | | | |
| White |  | Black or  African- American | | |  | | Hispanic/  Latino | |  | | 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?** | Yes  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** | Yes  No | If no, explain |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Did the candidates meet or exceed the criteria published in the job description?** | Yes  No | If no, explain. |
|  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Was the position appropriately advertised?** | | | Yes  No | | If no, explain. If yes, list the publications used to advertise the position. | |
|  | | | | | | |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  |  |  | | 14) | | 15) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidates Selected for Interview\*** | | | | | | | |
| 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| System Office Equity Officer |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| System Office Academic Affairs  (if applicable) |  | Date |  |

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.**