**Approval for Appointments-Positions Requiring Chancellor’s Approval in**

**Accordance with Policy 5:01:00:00 and Guideline P-010**

**TENNESSEE BOARD OF REGENTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Approval is Recommended By |  | Date |  | Institution | |  |
| Dept. /  Organization Unit |  | Origin of Appointee  Recommended  (Select one) | | | \*Promotion from within without search  Internal Candidate in search  External candidate in search  Other (explain) | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Administrative Appointment | | | | | | | |
| Recommend  for Tenure | If tenure-track, year(s)  Probationary credit: | |  | Annual Salary | $ | Moving Allowance | $ |
|  | | | | | | | |
| Name of Recommended Appointee  Position  Effective Date of Appointment | |  | | | | | |

**(Please attach curriculum vita) \*NOTE**: If the origin of an appointee is promotion from within without a search, the appointment must be consistent with the institution's affirmative action plan, and the vacated position (if one exists) is subject to the search requirement.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current ratio composition of the job group for this appointment** | | | | | | | | | | | |
| White | % | | Black or African-American | | % | Asian | % | American Indian | % | Alaska Native | % |
| Hispanic/Latino | | % | | Native Hawaiian or other Pacific Islander | | | % | Unknown | % | Two or More | % |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Current gender composition of the job group** | | | | | | Male | | | % | | | Female | | % | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Impact on Goals** | | | | | | Gender | | | % | | | Minority | | % | | | | |
| (Complete this section if you have an Affirmative Action Goal for this hire) | | | | | | | | | | | | | | | | | | |
| **Total Applicants for This Position** | | | | | | | | | | | | | | | | | | |
| White | |  | | Black or African-American | | | |  | | Hispanic/  Latino |  | | Asian | | |  | American  Indian |  |  |  |  |  |  |
| Alaska Native |  | | Native Hawaiian  or Pacific Islander | |  | | Unknown | | |  | 2 or More | | | |  | | **Total** |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Final Candidates (Candidates from which interviewees chosen)\*** | | | | | | | | | | | | | | | | | | | | | | |
| White | | |  | | Black or African- American | | | | |  | | Hispanic/  Latino | | | |  | Asian | | |  | American  Indian |  |
| Alaska Native | |  | | Native Hawaiian  or Pacific Islander | | |  | | Unknown | | |  | | | 2 or More | | | |  | | **Total** |  |
|  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **Candidates Selected for Interview\*** | | | | | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | Race | |  | | | Sex | |  | Comments | | | |  | | | | |
| Name |  | | | | | Race | |  | | | Sex | |  | Comments | | | |  | | | | |
| Name |  | | | | | Race | |  | | | Sex | |  | Comments | | | |  | | | | |
| Name |  | | | | | Race | |  | | | Sex | |  | Comments | | | |  | | | | |
| Name |  | | | | | Race | |  | | | Sex | |  | Comments | | | |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List all web pages, publications and publication dates of all advertisements\*** | | | | |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | 14) | 15) |

**\*NOTE**: Attach a copy of what was submitted in the Advertisements.

|  |  |  |  |
| --- | --- | --- | --- |
| Campus Equity Officer |  | Date |  |
|  |  |  |  |
| Approved by TBR |  | Date |  |

Positions 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.**