**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 AppointeeRecommended(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 AppointeePosition 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.

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| **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 |       % |

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| **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 |       | AmericanIndian |       |  |  |  |  |  |
| Alaska Native |       | Native Hawaiianor 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 |       | AmericanIndian |       |
| Alaska Native |       | Native Hawaiianor 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 |       |

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| **List all web pages, publications and publication dates of all advertisements\*** |
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 **\*NOTE**: Attach a copy of what was submitted in the Advertisements.

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| --- | --- | --- | --- |
| 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.**