

**SANTA CLARA UNIVERSITY
OFFICE OF AFFIRMATIVE ACTION**

**TOOLS FOR FACULTY
RECRUITMENT**

Revised
OCTOBER 2008

If you have any questions about the contents of these documents, please contact Deborah Hirsch, EEO/Diversity Director, email at dhirsch@scu.edu, or phone 554-4178.

SANTA CLARA UNIVERSITY
OFFICE OF AFFIRMATIVE ACTION
FACULTY APPLICANT FLOW

Santa Clara University prohibits discrimination against any applicant for employment because of race, ethnicity, color, religion, sex, national origin and other status protected by law. As a federal government contractor, the University takes affirmative action to ensure that applicants are considered and employed without regard to protected status. As part of its commitments, the University collects and reviews information concerning faculty applicant flow, and hiring and selection decisions. Every Search Committee is required to record all requested information on a Faculty Applicant Flow Log as applicants are considered and submit the completed log to the Office of Affirmative Action at the end of the each search. Also, the Search Committee must provide a copy of the University's written Invitation to Self-Identity Race or Ethnicity and Gender and a return envelope addressed to the Office of Affirmative Action to every applicant. Envelopes are available upon request from the Office of Affirmative Action. Copies of the Faculty Applicant Flow Log and Invitation to Self-Identify Race or Ethnicity and Gender are included in these documents. Please call the Office of Affirmative Action at 554-4178 if you have any questions. Thank you for your cooperation

**SANTA CLARA UNIVERSITY
OFFICE OF AFFIRMATIVE ACTION
INVITATION TO VOLUNTARILY SELF-IDENTIFY RACE OR ETHNICITY
AND GENDER**

Santa Clara University is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the University invites applicants and employees to voluntarily self-identify their race or ethnicity and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and separate from your application for employment. It may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. Completion of the information below is strictly voluntary. If you have any questions regarding this form contact the Office of Affirmative Action at (408) 554-4178. Please submit any and all application materials to the hiring department directly.



Date: _____ Name: _____

To which department and for what position are you applying?

Department: _____ Position Title: _____

Please indicate your race or ethnicity by selecting one option below. If you are Hispanic or Latino, please select the Hispanic or Latino designation. If you are not Hispanic or Latino, please select one of the other designations. In any case, please remember to check only one of the options below.

- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White** (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American** (Not Hispanic or Latino): A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino): A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian** (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native** (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or more races** (Not Hispanic or Latino): All persons who identify with more than one of the above race/ethnicity designations.

Gender: ____Male ____Female

How did you learn about this position? _____

Please return your completed Invitation to Voluntarily Self-Identify Race or Ethnicity and Gender to Linda Jocewicz, Affirmative Action Coordinator, Santa Clara University, 500 El Camino Real, Santa Clara, CA 95053, or fax: 408 554-2311, Email: ljocewicz@scu.edu. Thank you for your cooperation.

**SANTA CLARA UNIVERSITY
OFFICE OF AFFIRMATIVE ACTION**

FACULTY APPLICANT FLOW LOG INFORMATION SHEET

APPLICANT DEFINITION

1. The individual submits an expression of interest in, or applies for, an open position in accordance with the application procedures stated in the job posting or announcement.
2. The individual's expression of interest indicates that he or she possesses the basic qualifications for the position for which he or she applied.
3. The University considers the individual for employment in the position for which he or she applied.
4. The individual at no point in the selection process prior to receiving an offer of employment from the University removes him or herself from further consideration or otherwise indicates that he or she is no longer interested in the position.

Department Chair (or his/her designee):

1. Record all information on the Faculty Applicant Flow Log Form as applicants are considered for each position.
 - a) Identify applicants that meet the definition of an applicant as stated above.
 - b) Rank the final three candidates in the appropriate column (1, 2, and 3).
 - c) Please explain the reasons why an applicant was not selected.
 - d) The Invitation to Voluntarily Self-Identify Race or Ethnicity and Gender should only be sent to those who are considered for the position per the definition of an applicant.
2. Submit the completed Faculty Applicant Flow Log to the Office of Affirmative Action.

CODES

**SOURCE CODES FOR HOW APPLICANT
LEARNED ABOUT POSITION**

CF: Conference
CH: Chronicle of Higher Ed
ER: SCU Employee Referral
LN: Other Newspaper
OS: Other
PE: Periodical
SE: Self
SCUW: Santa Clara University Website
SCU: University Promotion/Transfer