Appalachian State University  
Faculty Senate Minutes  

September 8, 2008 (Approved)

The Faculty Senate meeting was called to order by Chair Ramey at 3:20 pm in the William Strickland Conference Room in I.G. Greer on Monday, September 8, 2008. Senators Scharer, Short, and Stallworth were excused and Senators Ulmer, M. Werts, and M. Williams were not in attendance.

I. Announcements:

   A. Chair Ramey welcomed senators and asked visitors to introduce themselves. Visitors were Dr. Dave Haney (Academic Affairs), Dr. Tim Burwell (Academic Affairs), Dr. Bobby Sharp (IRAP), Dr. Rick Howe (LES), Dr. Linda Robinson (EDC), Dr. Kate Brinko (Hubbard Center), Dr. Al Hauser (P&R), Dr. Greg Reck (ANT), Ms. Susan Pettyjohn (University Advancement), Ms. Jean Roberts (LAP), Mr. Jonathan Reeder (LAP), Ms. Linda Foulsham (EDC), Mr. David Larry, Ms. Martha Marking (TD), and Ms. Sheryl Mohn (Academic Affairs).

   B. Chancellor’s Advisory Committee will meet on September 22, 2008 at 3:00 pm in B.B. Dougherty Building, 4th Floor Conference Room. Senators Brown, Duryea, B. Williams, Wangler, Price, and Chair Ramey will attend. Chair Ramey requested that Senators submit questions or comments to his attention by Monday, September 15, 2008.

   C. Chancellor Peacock discussed his three top priorities for Appalachian for the 2008-2009 academic year with the Faculty Senate. They are: implementation of our strategic plan, to consider and implement collegial reorganization, and to finalize branch campus plans—determine how to best serve the need for access to higher education in the northwest region of North Carolina. Chancellor Peacock shared with the Senate President Bowles’ priorities for this year. They are: execute UNC Tomorrow, focus on particular campus items (such as branding, diversity, consolidating functional areas among UNC institutions), resolve problematic areas within Banner system, execute alternative growth strategies, and cultivating stronger relationships with state government officials. Chancellor Peacock distributed two additional handouts entitled “General Assembly Funding for Capital Improvements in UNC Per Student FTE for 1995 – 2007” and “North Carolina General Assembly Report on Capital Allocations for Fiscal Year 2008 – 2009”. Appalachian State received $1,101 for capital improvements per FTE which was lowered than the UNC average ($2,060). Chancellor Peacock mentioned that discussions regarding additional student housing and parking are underway.

   D. Chair Ramey stated that the Faculty Handbook is currently being updated.

II. Visitors’ Reports:
A. Dr. Alan Hauser (P&R), Faculty Representative on the Athletics Council, provided a brief statement about our student athletes’ academic performance emphasizing that our athletes are students first. Ms. Jean Roberts, Director of Academic Services for Athletes, shared information about the academic success of our student athletes. Ms. Roberts indicated that 177 students during Fall 2007 and 144 students during Spring 2008 were on honor roll and thirty-five student athletes received a scholar athlete ring for graduating with a GPA greater than 3.0 in 2007. Furthermore, seventy-eight student athletes received the Southern Conference Commissioner’s Medal for earning a cumulative GPA of 3.5 or higher for the 2007 – 2008 academic year. Mr. Charlie Cobb, Director of Athletics, remarked that athletics teaches students about competition and students learn about themselves on the athletic field. Mr. Cobb emphasized the importance of faculty and student athletes mutual interaction and Athletic Department’s willingness to have open channels of communication with faculty.

B. Ms. Linda Foulsham (Director of AA/EEO Compliance) discussed the draft proposal entitled “Recruitment and Selection Procedures for Faculty and Non-Faculty EPA Positions”. (Appendix A). Ms. Foulsham mentioned two new procedures that are included in this proposal: (1) Situations may arise that require temporary or permanent waivers of the EPA recruitment procedures due to unforeseen circumstances, such as unexpected resignations, illness, or time restraints. The hiring administrator is required to submit to the department chair/director, dean, director of compliance, and appropriate vice chancellor for approval a “Request for Waiver of EPA Recruitment Procedures” with written justification of a legitimate non-discriminatory reason for the waiver; and (2) Search committee chairs are required to submit to the department chair/director and the director of compliance an “Interim EPA Recruitment Report” for approval prior to scheduling interviews. Senator Raichle asked if current searches should adhere to these procedures. Ms. Foulsham replied that current or upcoming searches should proceed according to the current guidelines until the proposed Recruitment and Selection Procedures have been approved.

III. Minutes:

A. Chair Ramey asked for a motion to approve April 14, 2008 Faculty Senate minutes. Senator Fischer moved and Senator Davison seconded. Motion passed. (Vote #1). Chair Ramey asked for a motion to approve April 28, 2008 (First and Second Sessions) Faculty Senate minutes. Senator B. Williams moved and Senator Newmark seconded. Motion passed. (Vote #2).
IV. Provost’s Report:

A. Chair Ramey introduced Dr. Tony Carey, the newly hired Vice Provost of Faculty Affairs. Chair Ramey mentioned that Dr. Aeschleman will report at the next Senate meeting the motions that were presented to the Board of Trustees for their review and vote.

V. Committee Reports

A. Academic Policies

No Report.

B. Budget Committee

No Report.

C. Campus Planning Committee

No Report.

D. Committee on Committees

No Report.

E. Faculty Welfare and Morale Committee

No Report.

F. Welfare of Students Committee

No Report.

VI. Unfinished Business

A. Chair Ramey requested that the Senate be prepared to discuss the revised annual report form at the next Faculty Senate meeting on October 13, 2008. (Motion FS 07-08/04-28-01). (Appendix B).

VII. New Business

A. Chair Ramey requested that the Faculty Senate committees meet as soon as possible to elect a chair or co-chairs. (Appendix C).

B. Chair Ramey asked for nominees who are interested in serving on the Intellectual
Property Development Advisory Council. Senator Betsy Williams placed her name for consideration. Senator Newmark moved and Senator Marland seconded to nominate Senator B. Williams. Motion passed. (Vote #3).

C. Chair Ramey noted that Dr. James Ivory is interested in continuing his service on the Academic Policy Board. Senator Fischer moved and Senator Davison seconded to approve Dr. Ivory to replace Mr. Steve Smith on the Academic Policy Board. Motion passed. (Vote #4).

D. Chair Ramey stated that Senator Fischer will remain on the Non-Smoking Policy Taskforce and continue to serve on the University Bookstore Committee.

Chair Ramey asked for a motion to adjourn the meeting. Senator Rardin moved to adjourn. Motion passed. (Vote #5). The meeting was adjourned at 5:17 pm.
Appalachian State University
FACULTY PRESENT AND VOTING SHEET for September 8, 2008

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*Senator Horst left the meeting prior to voting.*

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<th>Vote Number</th>
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<tr>
<td>1</td>
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<td>4</td>
<td>Motion to approve Dr. James Ivory to serve on the Academic Policy Board to replace Mr. Steve Smith. Motion approved.</td>
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<td>5</td>
<td>Motion to adjourn. Motion passed.</td>
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RECRUITMENT AND SELECTION PROCEDURES FOR FACULTY AND NON-FACULTY EPA POSITIONS

Linda M. Foulsham, J.D.
Office of Equity, Diversity and Compliance
Appalachian State University
123 I.G. Greer Building
Boone, NC 28608
828.262.2144
foulshamlm@appstate.edu
Appalachian State University is an affirmative action and equal employment opportunity employer. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation. The university actively promotes diversity among students and employees. The university is committed to its affirmative action plans and seeks to deepen its applicant pools by attracting interest from diverse, qualified individuals.

The Recruitment and Selection Procedures for Faculty and Non-faculty EPA Positions contain university policies and procedures to guide search committees as they prepare for and conduct successful searches for EPA positions. The document also contains suggestions and recommendations for recruiting and hiring individuals from groups that are underrepresented at Appalachian.

The Office of Equity, Diversity and Compliance (EDC) is responsible for ensuring that the university is in compliance with federal and state laws, executive orders, and institutional policies and procedures pertaining to affirmative action (AA) and equal employment opportunity (EEO) matters. The director of AA/EEO compliance (the director of compliance) is available to advise and assist university community members on all matters related to AA/EEO programs and compliance guidelines, including searches for EPA employees.

I. Covered Positions

These procedures apply to hiring for all EPA positions – tenure-track and fixed-term faculty, nonteaching faculty and professionals, research associates, and administrators. The procedures apply to any EPA position that involves at least seventy-five percent (75%) time.

Equal opportunity and affirmative action principles dictate that our searches must be expansive and open. Generally, EPA positions must be advertised nationally for a minimum of 30 calendar days. Upon approval from the director of compliance, searches may be limited to regional or local advertising and/or advertised for less than 30 calendar days depending on the circumstances. In addition, internal searches may be approved by the director of compliance and the appropriate hiring administrator in limited circumstances.

No search is required when filling an EPA position that is less than seventy-five percent (75%) time, extending a fixed-term appointment for a limited duration, or where a Principal Investigator or Co-Principal Investigator has been named in a grant or contract and the award is contingent upon the individual(s) named serving in that capacity. No search is required for a promotion or upgrade in administrative title where the employee’s qualifications, skills, and/or additional duties justify an upgrade and the person promoted or upgraded in title is more qualified than the other employees in the unit or department (e.g., assistant director to associate director, coordinator to director). Similarly, no search is required for faculty promotions (e.g., assistant professor to associate professor, associate professor to full professor), although such promotions must follow the procedures specified in the Faculty Handbook.
Search requirements may be waived, in whole or in part, in special circumstances, including, but not limited to, the following:

1. There is insufficient time to conduct a full, competitive search, and the hiring administrator can identify a pool of one or more qualified candidates.
2. The hiring administrator wishes to make an interim academic or administrative appointment for a finite period while a full search is conducted.
3. Hiring is needed to fill unanticipated openings or vacancies, including, but not limited to, grant positions, post-doctoral positions, and those resulting from leaves of absence, medical emergencies, deaths or resignations.
4. Administrators seek to hire faculty or EPA administrators to fill part-time, temporary or time-limited positions including, but not limited to, assistant deans, associate deans, and directors of administrative units.
5. The hiring administrator wishes to make an exceptional hire where the university has the opportunity to hire someone with outstanding skills and experience along with the following factors: 1) experience working with diverse populations; 2) academic scholarship; 3) teaching; 4) exceptional achievements; 5) outstanding leadership and service; or 6) other special talents so as to confer a distinct benefit to the institution’s mission.

Departments and units wishing to conduct an internal search, limited external search, or no search must review the Policy for Requesting a Waiver of EPA Recruitment Procedures and submit a Request for Waiver of EPA Recruitment Procedures to the appropriate university officials. See Attachment A.

II. Organizing the Search Committee

Prior to beginning a search, the hiring authority will appoint the search committee. For faculty searches, chair searches, and searches for Category 1 and Category 2 Administrative/Academic Personnel, the search committee will be established or constituted in accordance with the Faculty Handbook. See Section 4.1, Faculty Handbook. In academic departments where search committees are not utilized, the departmental personnel committee (DPC) shall serve as the search committee. The hiring authority or the search committee or the department will appoint or elect a chair who plays a critical role in the recruitment and hiring process as he/she sets the tone and pace of the committee’s work, represents the committee to all constituents, and delivers final recommendations to the hiring official, or, in the case of faculty search committees or DPCs, to the DPC or the departmental chair, depending on the reporting chain determined by the department.

To the extent feasible and consistent with the criteria for membership in a search committee, departments or units should endeavor to include on the search committee women and individuals from underrepresented groups, as well as individuals who are committed to and/or have experience with enhancing diversity in the university community. In order to ensure consistent and accurate compliance with AA/EEO requirements during EPA searches, all members of the search committee should attend an information session with the director or her designee to review the EPA search procedures. Information sessions will be scheduled on a regular basis through EDC. In addition, upon request, the director of compliance or her designee will meet with any EPA search committee at any point in the search process.
For faculty searches, equal opportunity associates (EOAs) are responsible for working with the department or unit toward achieving the objectives of nondiscrimination and affirmative action. The EOA serves as a liaison between the director of compliance and the department or unit.

Search committees must conduct their meetings in accordance with the rules outlined in the most current edition of *Robert’s Rules of Order*, unless exceptions to these rules are noted in this document or the latest edition of the *Faculty Handbook*.

A checklist is provided to assist search committee members with the steps involved in the EPA search process. See Attachment B.

III. Creating the Job Advertisement and Recruitment Plan

The search committee must prepare and/or review a detailed job announcement containing minimum and preferred qualifications. The committee should develop objective selection criteria based on the position requirements. The search committee should discuss timelines for the search, including the initial review date, interview schedules, and target dates for submitting hiring recommendations.

All position descriptions must include the following statements:

“Appalachian State University is an Affirmative Action/Equal Opportunity Employer.”

“Individuals with disabilities desiring accommodations in the application process should contact [insert name of search committee chair]."

"Proper documentation of identity and employability will be required before the hiring process can be finalized.”

Search committees may want to consider including one of the following statements as well:

“The university has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that are free of all forms of discrimination.”

“In support of its commitment to inclusive excellence through diversity and equity, the university strongly encourages applications from women, minorities, individuals with disabilities and members of other underrepresented groups.”

Job advertisements should also include a statement regarding the date that review of complete applications will begin: “Review of complete applications will begin on [insert date] and will continue until the position is filled.”

For assistance with preparing faculty job announcements, please refer to the memorandum and template from Provost and Executive Vice Chancellor Stan Aeschleman, dated [insert date]. See Attachment C. For assistance with preparing job announcements for other EPA positions, please contact the director of compliance.

In order to comply with our AA/EEO recruitment and hiring goals and obligations, it is imperative that search committees create recruitment plans designed to broaden the applicant pools of qualified
individuals and attract individuals from groups that are underrepresented at Appalachian. And it is critical that we have accurate records that document these efforts. Search committees should devote some meeting time to brainstorming about possible outlets for recruitment – national publications, regional publications, professional journals and newsletters, e-mail lists, contacts at Historically Black Colleges and Universities and other institutions that serve groups who are underrepresented at Appalachian, institutions that enroll significant numbers of doctoral and terminal degree students from underrepresented groups, and contacts at other institutions in the USA and abroad. For information on possible recruitment outlets, please review the recruitment resource list on the compliance web site [insert address].

After the search committee formulates the position announcement and the recruitment plan, the chair must complete and sign the “EPA Job Description Form and Recruitment Plan” (Form 1). See Attachment D. Please complete fully the Recruitment Plan Section of Form 1, and attach additional pages as needed. Form 1 must be reviewed and signed by the department chair/director, the dean (if applicable), the director of compliance, and finally the vice chancellor or designee. After all signatures have been obtained, the vice chancellor’s office forwards a signed copy to the search committee chair and EDC.

This form must be completed, signed, and returned to the search committee chair prior to advertising the position.

IV. Advertising the Position

Upon receiving an approved copy of Form 1, the search committee may post the job advertisement. EDC automatically posts all EPA job announcements in five (5) online locations: Appalachian HRS site, The Chronicle of Higher Education, InsideHigherEd.com, Diverse Issues in Higher Education (diversejobs.net), and the North Carolina Employment Security Commission. The university pays for these advertisements; all other advertising costs must be covered by the unit, department or college that is conducting the search. After the search committee obtains all approvals for a job announcement on Form 1, please send an electronic copy of the job announcement to Robin Waters (watersre@appstate.edu) in EDC for posting. Generally the position will be posted within two (2) days of receipt of the job announcement.

In order for the university to be permitted by law to hire international candidates who are not citizens or permanent residents, all EPA job advertisements must appear in print in at least one national publication (or regional or local publication upon approval). Please indicate on Form 1 the name of the source that will publish the print advertisement. The print advertisement may be a short announcement that refers the reader to a more detailed online advertisement. For example:

Director of Disability Services: The Office of Disability Services at Appalachian State University seeks to fill a position for director of the Office of Disability Services. For information, please visit our web site at http://www.hrs.appstate.edu/employment/epa.php

Hiring departments should keep one copy of the print advertisement and one copy of all online advertisements for each position filled. Retain these documents in an easily accessible location; copies of these advertisements are required when processing employment documents for international hires.
V. Communicating with Applicants

Applicants are normally instructed to send applications directly to the search committee chair or a search committee designee. Upon receiving a complete application, the search committee chair is responsible for sending the applicant an acknowledgment letter along with a request that the applicant complete an “Affirmative Action Data Request Form” (AA Form) located on the EDC website. See Attachment E. The letter should include a reference to the position number of the position to be filled. Please advise applicants that submission of the AA Form to EDC is voluntary and the information will be kept separate from their applications.

Confidentiality must be maintained throughout the search process, including, but not limited to, the identity of applicants, submitted application materials, reference checks, interviews, committee discussions and deliberations, short list determinations, and final offers. Information gathered during the search process may not be shared with others in the department or unit who do not serve on the search committee without written permission from the applicants. Search committee members should not engage in discussions about the applicants or the submitted application materials outside the confines of a search committee meeting – the only legally-privileged setting for discussion of confidential information related to a search.

While interviewing applicants at professional conferences, members of a search committee may not engage in evaluative conversations with one another about the applicants. Rather, search committee members should record their impressions, observations, and assessments about the applicants, and share this information at the next search committee meeting. As the Faculty Handbook requires all search committee meetings to take place on campus, professional conferences may not serve as a meeting place for search committees.

Should the search committee wish to share application materials with others who are not on the search committee, e.g., faculty in a department, the search committee chair must obtain written permission from the applicants before the materials can be shared.

VI. Reference Checks and Telephone Interviews

After the search committee narrows the field of viable candidates who may be considered for on-campus interviews, the search committee chair should telephone each candidate concerning the following items: 1) inform the candidate that he/she remains under consideration and ascertain whether the candidate is still interested in the position; and 2) inform the candidate that the committee will be calling both the indicated references and non-indicated references which may include the candidate’s immediate supervisor. The chair must receive written permission from the candidate to call indicated references, non-indicated references, and the candidate’s immediate supervisor. This may be accomplished via e-mail or fax. On occasion, individuals may refuse to give a reference without a written release from the applicant. In situations where a reference requires a written release before providing information, the chair of the search committee may contact the applicant and request a written release. A sample release is attached for your use. See Attachment F.

The committee should identify members who will conduct the reference checks and create a list of questions to ensure equity and consistency. Questions must be related to the qualifications and responsibilities advertised in the position vacancy announcement. A list of permissible and impermissible topics is attached. See Attachment G. Each member of the committee should call
approximately one-half of the indicated and non-indicated references for one or two candidates. All answers should be recorded in writing and archived with the search committee materials at the end of the search.

Reference information is confidential and should not be shared with anyone other than the members of the search committee. A summary of reference information may be provided to others, e.g., faculty in a department, but the summary should not attribute any comments to a particular referee.

Prior to or after conducting reference checks, search committees may choose to conduct phone interviews or video conferences. Adding this step may provide the search committee with valuable information that will assist the committee in narrowing its final pool of candidates for on-campus interviews.

VII. Creating the Interview List

When the field of candidates has been narrowed to the number of candidates who will be invited for an interview, the search committee chair must complete an “Interim EPA Recruitment Report” (Form 2) before scheduling interviews. See Attachment H. The form must be completed fully and approved by the department chair/director and the director of compliance. The purpose of this form is to provide information regarding which applicants have been eliminated from consideration and the reasons behind the decisions. The information will help us determine the degree to which we are attracting a diverse applicant pool, and ensure that we are eliminating applicants from further consideration based on objective, nondiscriminatory factors. The information from the AA Forms will be used by EDC to complete Form 2 and the Applicant Flow Form, and to evaluate the effectiveness of the recruitment process. The information from the AA Forms regarding individual applicants cannot be shared with the search committee. However, a summary of the data from the AA Forms will be available to the search committee. Candidates should not be invited for interviews until the search committee chair receives a copy of the approved Form 2 from EDC.

VIII. On-Campus Interviewing

Develop an interview schedule that follows a consistent format for each candidate and ensures an equitable process. Identify all individuals and groups who will be involved in the on-campus interviews. Schedule the campus visit and provide all interested campus individuals and groups with a copy of the interview schedule and background information about the candidate. The search committee may seek feedback from non-committee members who participate in the on-campus interviews, and it is recommended that the committee provide a feedback sheet for this purpose. The written comments should be considered at the next search committee meeting and be added to the search committee file.

IX. Selecting the Final Candidate

After all candidates have been interviewed, the search committee must meet to deliberate and vote on the candidates who will be recommended for hire. The voting must be done in accordance with Robert’s Rules of Order and all votes recorded in writing. The following suggestions are offered to assist with the voting process:

- The name of only one interviewee may be moved in a single motion.
• The chair of the search committee or the EOA counts the votes (written ballots) and reports the results to the committee.
• A simple majority vote (or a seventy-five percent (75%) vote as required by the Faculty Handbook) will send an interviewee’s name to the hiring administrator.
• A non-binding straw vote by secret ballot may be helpful when seeking focus or consensus prior to any official vote.
• Official votes are final and binding.
• All ballots must be retained by the chair and placed in sealed envelopes – one envelope for each vote.

When the search committee has concluded its deliberations and is ready to make its recommendation(s), the chair must complete a separate “EPA Compliance Report” (Form 3) for each person recommended, along with supporting documentation, and send the reports to the applicable administrators. See Attachment I. The recommendations of the committee may be listed in priority order, but the order is not binding on the hiring administrator.

When hiring is approved, it is the responsibility of the chancellor, the provost, or the appropriate vice chancellor to issue the contract and to receive the signed contract.

After the offer has been accepted, the search committee chair notifies all other applicants that the position has been filled. EDC should be notified by e-mail (watersre@appstate.edu) that the position has been filled or the search has failed.

X. Documenting the Search

The search committee file must be retained for three (3) years after the search has ended. The chair of the search committee must gather all materials related to the search and forward the materials to University Archives and Records for storage. Applicable forms are found on the university’s electronic forms page under “University Archives and Records” [insert link] as well as on the compliance web site [insert link]. The file should include, but not be limited to, the following documents: a list of members of the search committee, the job announcement, all applications and supporting materials, correspondence, notes of committee members, lists of interview questions, rating sheets and/or lists of criteria, reference checks, records of votes, and the list of candidates recommended for hire.

When a search results in the hiring of an international candidate who is not a citizen or permanent resident, the chair of the search committee must complete additional paperwork and submit a report to the Office of International Education and Development (IED). For more information, please contact Bob White in IED by email (whitera@appstate.edu) or by phone (262-2046).

Thank you for taking the time to review this material. Please do not hesitate to contact EDC if you have questions or need further information.
ATTACHMENT A
Policy for Requesting a Waiver of EPA Recruitment Procedures
Appalachian State University
Office of Equity, Diversity and Compliance

The university is committed to equal employment opportunity and affirmative action practices and principles, and hires without regard to race, color, age, sex, creed, religion, national origin, disability, sexual orientation, or veteran status. Consistent with these principles, the university has established procedures for recruiting and hiring EPA faculty and administrators that are designed to increase our applicant pools and attract interest from diverse, qualified individuals.

Generally EPA positions are filled through external national searches that incorporate a comprehensive recruitment plan in accordance with the Recruitment and Selection Procedures for EPA Faculty and Administrators issued by the Office of Equity, Diversity and Compliance. However, there may be situations where the needs and goals of the university require a temporary or permanent waiver of the EPA recruitment procedures in order to fill an EPA position. These situations might include the following:

1. There is insufficient time to conduct a full, competitive search, and the hiring administrator can identify a pool of one or more qualified candidates.
2. The hiring administrator wishes to make an interim academic appointment for a finite period while a full search is conducted.
3. Hiring is needed to fill unanticipated openings or vacancies, including, but not limited to, grant positions, post-doctoral positions, and those resulting from leaves of absence, medical emergencies, deaths or resignations.
4. Administrators seek to hire faculty or EPA administrators to fill part-time, temporary or time-limited positions including, but not limited to, assistant deans, associate deans, and directors of administrative units.
5. The hiring administrator wishes to make an exceptional hire where the university has the opportunity to hire someone with outstanding skills and experience along with the following factors: 1) experience working with diverse populations; 2) academic scholarship; 3) teaching; 4) exceptional achievements; 5) outstanding leadership and service; or 6) other special talents so as to confer a distinct benefit to the institution’s mission.

All requests for a waiver of EPA recruitment procedures must be pre-approved by the appropriate vice chancellor. The hiring administrator then must complete a Request for Waiver of EPA Recruitment Procedures with written justification that explains the legitimate nondiscriminatory reasons for such a waiver. Where a request is made for a temporary waiver, the appointment will be made for one year with an opportunity to renew the waiver for an additional one-year period. The Request for Waiver must be approved by the department chair/director, dean (if applicable), director of compliance, and appropriate vice chancellor.
ATTACHMENT A

Request for Waiver of Recruitment for EPA Position

Appalachian State University
Office of Equity, Diversity and Compliance

1. Department/Unit: ____________________________ School/College: ____________________________
2. Position title: ____________________________ (attach the job description and required qualifications)
3. Is this a new position? □ Yes □ No (if yes, provide copy of position approval)
4. EPA category of position:
   □ Tenure-Track Appointment □ Professional, without Academic Rank
   □ Temporary Appointment – One Year □ Non-Tenure-Track Faculty
   □ EPA Administrative
5. Name of person recommended: ____________________________ Salary: ______________
   (please attach current curriculum vitae/resume of candidate)
   Is the candidate a current employee? □ Yes □ No
   If yes, department: ____________________________ Title: ____________________________
6. Effective dates of appointment: From __________ To __________ or At-Will Employment __________
7. Indicate recruitment action taken to identify candidate:
   □ Identified through another search □ Referral
   □ Other (specify): ____________________________
8. Attach a Letter of Justification. Describe how the request is consistent with the Policy for Requesting a Waiver of EPA Recruitment Procedures.

The request and justification must contain sufficient information to demonstrate that the appointment of the candidate is based on legitimate, nondiscriminatory reasons.

Approved by:
Department Chair/Director: __________________________________________ Date __________
Dean (if applicable): __________________________________________ Date __________
Director of Compliance: __________________________________________ Date __________
Vice Chancellor: __________________________________________ Date __________

2 of 2 7/2008
ATTACHMENT B

Search Committee Checklist

Appalachian State University
Office of Equity, Diversity and Compliance

Organizing the Committee
Charge to search committee by the hiring official or his/her designee
Appointment/election/recognition of search committee chair
Establish search committee meeting schedule
Identify tasks to be completed by the search committee
Identify the person(s) responsible for documenting search committee meetings, votes, etc

Position Description
Develop or review a position description with the department/unit head and all members of the search committee
Ensure position description contains only job-related criteria; identify essential functions of the position as well as required and preferred qualifications
Review and address AA/EEO policies, procedures and forms
  • Review advertisement language, sources, and posting information
  • Ensure inclusion of AA/EEO statements in all postings; all job advertisements must contain the following: “Appalachian State University is an Affirmative Action/Equal Opportunity Employer”
  • Identify outreach strategies to locate and encourage underrepresented persons to apply and develop comprehensive recruitment plan designed to broaden the applicant pool
Include one print ad in a national publication in your recruitment plan

Organizing the Search
Develop timelines for search, including initial review date, interview schedule, and target dates for submitting hiring recommendations
Complete “EPA Job Description Form and Recruitment Plan” (Form 1) and submit for approvals
This form must be completed and signed prior to advertising the position.
Post the job advertisement
Send an electronic copy to Robin Waters (watersre@appstate.edu) for posting on five (5) web sites
Determine if interview will occur at professional conferences; review confidentiality requirement for conference interviews

Communicating with Applicants
Send a Letter of Acknowledgment to all applicants and ask them to complete the on-line “Affirmative Action Data Request Form” located on the EDC web site; advise that completion of the form is voluntary and the form will be kept separate from application materials

Reviewing Applications
Develop a standardized mechanism for screening applications; develop and use objective selection criteria
Review materials submitted by the applicants; consider transferability of the applicants’ experiences and skills; identify those who do and do not meet minimum qualifications

Checking References
Identify persons to conduct telephone and written reference checks
Determine the questions to be asked each reference; all references should be asked the same questions, allowing for individualized follow-up questions as needed
Chair of the search committee must obtain permission from each candidate to contact indicated references, non-indicated references, and direct supervisors, if applicable; obtain written permission to share applicant files with department faculty and others, if applicable
Select candidates to be interviewed
Complete the “Interim EPA Recruitment Report” (Form 2); EDC will complete the AA/EEO information on the Interim EO Statement and Applicant Flow Form
The search committee may not contact semi-finalists until the director of compliance has approved and returned the Interim EO Statement.

Conducting Interviews
Design the interview process and campus visit with AA/EEO principles in mind; review list of permissible topics for discussion during interviews and social time with candidates
Identify all persons and groups to be involved in the interview process
Develop specific job-related questions to ask each candidate; all candidates should be asked the same questions, allowing for individualized follow-up questions as needed
Collect written comments from others who interact with the candidates; retain and include in the official search file

Evaluating the Candidates
Document all decisions, comparing credentials and qualifications of the semi-finalists and those who did not receive further consideration
Evaluate candidates on their qualifications and full range of strengths and contributions

Selecting the Final Candidate
When the search committee has concluded its deliberations and is ready to make recommendation(s) to the hiring official, the chair completes a separate “EPA Compliance Report” (Form 3) for each person recommended, along with supporting documentation, and sends the reports for approval
When a contract is issued, it is the responsibility of the chancellor, provost, or the appropriate vice chancellor to issue the contract
After the offer has been accepted, the search committee chair should inform the other interviewees and all other applicants that the position has been filled; notify EDC by e-mail (watersre@appstate.edu) that the position has been filled or the search has failed

Documenting the Search
Gather all search committee materials and forward the materials to the Office of Archives and Records; the file should include, but not be limited to, the following: a list of members on the search committee, the job announcement, all applications and supporting materials, a copy of all completed and approved EEO forms, correspondence, notes of committee members, lists of interview questions, reference checks, rating sheets and/or lists of criteria, records of votes, and the list of candidates recommended for hire

7/2008
ATTACHMENT C

MEMORANDUM

TO: Deans and Department Chairs

FROM: Stan Aeschleman
Provost and Executive Vice Chancellor

DATE: [insert date]

SUBJECT: Template for Advertising Faculty Positions

Attached is a sample template for advertising faculty positions. The idea for providing such a template emerged from observations by deans and other administrators that Appalachian's advertisements have been inconsistent and sometimes inaccurate in their descriptions of the university and of faculty responsibilities. Departments are not obligated to use the exact wording of this template, but they are responsible for including the items listed below, unless the appropriate dean approves an exception. Deans' offices are expected to monitor the quality of the ads and the inclusion of the required items.

1. The department or area in which the position is located
2. The nature of the position (e.g., nine-month tenure-track)
3. Proposed rank or range of ranks
4. Beginning date of appointment
5. Minimum and preferred qualifications
6. Duties outside classroom teaching, generally including but not limited to
   a. Scholarship or creative activity
   b. Service
   c. Advising
   d. Curriculum development
   e. On-line instruction and/or instruction at off-campus sites
7. An accurate description of the department and university (or links to appropriate web sites)
8. Specific contents of application
9. Person and address to whom application should be sent (specify whether materials may be submitted electronically)
10. Initial date for review of complete applications
11. The following AA/EEO statement: "Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The university has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that are free of all forms of discrimination."
12. The following additional statements: “Individuals with disabilities may request accommodations in the application process by contacting [search committee chair]. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.”

In order to meet Department of Labor regulations concerning international hires, we have been advised to continue to post at least one print ad in a national publication. However, print ads can be extremely minimal, with links to web-based position descriptions.
Template for Tenure-Track Job Description

The [Department/Area] at Appalachian State University invites applications for a tenure-track nine-month faculty position at the rank of [preferred rank(s)] beginning August 2009. Qualifications for this position include: [list of qualification information]. Candidates are expected to provide instruction in [listing courses/areas of instruction]. Responsibilities also include student advisement, curriculum development, and possible on-line instruction and/or instruction at off-campus sites, as well as an active program of scholarship and participation in service activities.

[Insert description of the department including a brief description of programs, number of faculty members, and number of majors and graduate students.]

Appalachian State University is a member institution of the sixteen-campus University of North Carolina. Located in Boone, North Carolina, the university has approximately 15,000 students, primarily in bachelors and masters programs in both liberal arts and applied fields. Appalachian has both a traditional residential campus and a variety of distance education programs. Additional information about the [department name], the university, and the surrounding area is located at: [URL]

Applicants must send a complete application consisting of [application components]. Applications should be sent to [postal or electronic address information]. The initial review of complete applications will begin [date] and will continue until the position is filled.

Appalachian State University is an Affirmative Action/Equal Opportunity Employer. The university has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that are free of all forms of discrimination.

Individuals with disabilities may request accommodations in the application process by contacting [search committee chair]. Documentation of identity and employability of the applicant will be required before the hiring process can be finalized.
ATTACHMENT D
EPA Job Description Form and Recruitment Plan
Appalachian State University
Office of Equity, Diversity & Compliance

Form 1
This form is to be completed prior to advertising for a vacant or newly created EPA position. A copy of this signed form must be sent to the department chair/director, dean (if applicable), director of compliance, and vice chancellor or designee for their approval. Please note that the position is not to be advertised until the search committee chair receives her/his copy which has been signed by all the appropriate persons. Add additional pages as needed.

1. Department: ____________________________ Position Number: _____________
   Position Title: ____________________________ Suggested Salary Range: _____________
   EPA Category (Check one) _____ Administrator _____ Tenured/Tenure-Track Faculty
      _____ Professional, without Academic Rank _____ Non-Tenure-Track Faculty
   Initial Review Date: ____________________________ Proposed Date of Hire: _____________

2. Recruitment Plan
   a. Publications/Electronic Media List (List serves etc.)
   Keep copies of all advertisements, or proof of payment, used in the search and attach to the final compliance report (Form 3) at the end of the search.

   Names of Publications/List serves:

   List all other publications/list serves utilized:

   Name of Publication for Print Advertisement (required):
b. Indicate organizations or associations within a discipline or special contacts to whom recruitment letters will be sent.

Person/Organization:

c. Conference recruitment will occur at:

<table>
<thead>
<tr>
<th>Conference</th>
<th>Location</th>
<th>Date(s)</th>
<th>University Representative</th>
</tr>
</thead>
</table>

d. Attach an outline of all efforts that will be made to locate and recruit underrepresented populations.

______________________________________________________________________________

3. Search Committee Chair responsible for screening applicants:

Chair: ____________________________________________
Name ___________________________________________

4. Please attach the job description exactly as it will appear in the advertisement.

____________________________________________________________________________________

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE.

Search Committee Chair _____________________________ Date __________________

Approved by:

1. Dept. Chair/Director _____________________________ Date __________________

2. Dean (if applicable) _____________________________ Date __________________

3. Director of Compliance ___________________________ Date __________________

4. Vice Chancellor or designee ______________________ Date __________________

Appalachian State University
A member institution of The University of North Carolina
An Affirmative Action/Equal Opportunity Employer
Thank you for your interest in a position opening at Appalachian State University. We would appreciate your assistance by providing the information requested on this form. The 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/or veteran status. 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 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. Although completion of this form is voluntary, the information you provide is vital to the university’s compliance with applicable AA/EEO laws and university policies. The information also assists the university with its ongoing efforts and commitment to providing equal employment opportunities and increasing diversity in the workplace. This document and the information provided will be maintained separate and apart from your application. Thank you for your cooperation.

Position Applied For ________________
(Department or Area) (Title) (Position Number)

Name ________________________________
(Last) (First) (M.I.)

Source ________________________________
(How did you find out about this position opening?)

Age ____________ Sex ____________ Disability ____________

Ethnicity:

Are you Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race?

_____ No
_____ Yes

Race (Please select one or more of the five race categories listed below):

_____ White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ Black or African-American – A person having origins in any of the Black racial groups of Africa.
Asian – 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 or Vietnam.

American Indian or Alaskan Native – 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.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Veteran Category (Please select one):

______ Disabled veteran – A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

______ Qualified disabled veteran – A disabled veteran who has the ability to perform the essential functions of the employment position with or without reasonable accommodation.

______ Other protected veteran – A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

______ Recently separated veteran – Any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

______ Armed Forces service medal veteran – Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

Please mail, FAX, or e-mail this form to:
Office of Equity, Diversity and Compliance
123 I. G. Greer Hall
ASU Box 32053
Appalachian State University
Boone, North Carolina 28608
FAX: 828.262.6646
E-mail: watersre@appstate.edu
Web: www.edc.appstate.edu

Appalachian State University
A member institution of The University of North Carolina
An Affirmative Action/Equal Opportunity Employer 8/2008
attachment F

form release to be signed by persons concerning whom references will be contacted:

to whom it may concern:

i have applied for employment with appalachian state university ("asu"), and i have authorized asu to obtain from my current and former employers, colleagues, and educational institutions i have attended, information that might bear on my qualifications and fitness for employment. such information might include information on (but would not be limited to) quality of work, relationships with co-workers and supervisors, work attitude, productivity, and trustworthiness.

i hereby request and authorize you, as a current or former employer, colleague, or educational institution, or as an agent or employee of a current or former employer, or educational institution, to provide to asu, in writing or orally, all such information about me as asu may request, and i release asu and you from and hold you and asu harmless for any and all liability arising out of or related to the provision or asu’s use of such information. further, i authorize appalachian state university to maintain as confidential any letter of reference you may provide and any notes of your oral statements of reference. finally, i irrevocably waive any right i might have, pursuant to law or otherwise, to review or to be apprised of the contents of such references, written or oral.

______________________________
printed name

______________________________
signature

______________________________
date
<p>| ITEM           | IMPERMISSIBLE INQUIRIES                                                                                                                                                                                                 | PERMISSIBLE INQUIRIES                                                                                                                                                                                                 |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGE            | Age, birth certificate. Federal law prohibits discrimination on the basis of age over 40. Inquiries as to date of high school or college graduation.                                                                           | Whether candidate meets minimum or maximum age requirement that is a bona fide occupational qualification, such as for police officer or firefighter.                                                                                                                                  |
| ALCOHOL OR DRUG USE | Alcoholism is a covered disability under the ADA. Current users/abusers of illegal drugs and alcohol are not protected under the ADA.                                                                                      | None.                                                                                                                                                                                                                                                                       |
| ARREST RECORD  | Any inquiry relating to arrest.                                                                                                                                                                                                                                                     | None.                                                                                                                                                                                                                                                                       |
| CITIZENSHIP    | It is an unfair employment practice to discriminate on the basis of citizenship. The law does not protect unauthorized aliens. It protects citizens and intending citizens, which includes aliens who are lawful permanent residents, as well as temporary residents under the amnesty program who complete a declaration of intention to become citizens. It is not an unfair employment practice for an employer to prefer to hire a citizen or national of the U.S. over another individual who is an alien if the two individuals are equally qualified for the job (8 USC 1324b). | Whether candidate is legally eligible to work in the U.S.                                                                                                                                                                                                                  |
| CONVICTION RECORD | Inquiries relating to convictions that do not relate to the job in question.                                                                                                                                                 | Inquiries about convictions that reasonably relate to performing the job in question. Consider both nature and number of convictions, facts surrounding each offense, the job-relatedness of each conviction and the length of time since conviction, plus applicant's employment history since conviction. |
| CREDIT RATING  | Inquiries relating to credit history or credit rating that do not relate to the job in question.                                                                                                                            | Inquiries about credit history that relate to the job in question.                                                                                                                                                                                                           |
| DISABILITIES   | In general, the employer may not ask disability-related questions at the pre-offer stage.                                                                                                                                   | Questions about the applicant's ability to perform specific job functions.                                                                                                                                                                                                    |
| EDUCATION      | Degree status or level of education unless employer has proven that the specific degree is the only way to measure a candidate's ability to perform the job in question.                                                  | Inquiries regarding degrees or equivalent experience. Information regarding courses relevant to a particular job.                                                                                                    |</p>
<table>
<thead>
<tr>
<th>ITEM</th>
<th>IMPERMISSIBLE INQUIRIES</th>
<th>PERMISSIBLE INQUIRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEIGHT OR WEIGHT REQUIREMENTS</td>
<td>Height or weight requirements not related to job.</td>
<td>Height or weight requirements necessary for the job.</td>
</tr>
<tr>
<td>MARITAL AND FAMILY STATUS</td>
<td>Childcare issues or problems, marital status, number of children, pregnancy, support orders, schooling, etc.</td>
<td>Questions about whether candidate can meet work schedule. Ask of both sexes.</td>
</tr>
<tr>
<td>MILITARY SERVICE</td>
<td>Under federal law, federal contractors may only invite veterans to self-identify if it is in connection with an affirmative action effort. Preferring applicants with honorable discharge rather than dishonorable discharge may be race discrimination under the adverse impact theory. Federal law protects against discrimination on the basis of military service. However, a less than honorable discharge can be the basis for denial of reemployment. Cannot ask about military convictions, unless job related.</td>
<td>Type of experience or education in military as it relates to job.</td>
</tr>
<tr>
<td>NAME</td>
<td>Inquiries to determine national origin, ancestry, or prior marital status.</td>
<td>Whether candidate has ever worked under a different name.</td>
</tr>
<tr>
<td>NATIONAL ORIGIN</td>
<td>Lineage, ancestry, descent, mother tongue, birthplace, citizenship. National origin of spouse or parents. Refusal to hire because of a foreign accent or lack of facility with English could be construed as national origin discrimination. Individuals must be able to communicate well enough to perform the job.</td>
<td>Whether candidate is legally eligible to work in the U.S.</td>
</tr>
<tr>
<td>PERSONAL APPEARANCE</td>
<td>Questions about the person's appearance or making unnecessary comments on personal appearance.</td>
<td>Okay to state guidelines for on-the-job dress code that serves a reasonable business purpose, and to advise of ASU rules regarding standards of appearance or dress to prevent a danger to the health, welfare, or safety of employees or others.</td>
</tr>
<tr>
<td>POLITICAL AFFILIATION</td>
<td>Questions regarding the applicant's past or present political affiliation or lack of political affiliation.</td>
<td>None.</td>
</tr>
<tr>
<td>RACE OR COLOR</td>
<td>Complexion or color of skin; ethnic background or ancestry.</td>
<td>None.</td>
</tr>
<tr>
<td>RELIGION</td>
<td>Religious preference, affiliation, or practice; church membership or place of worship.</td>
<td>Whether applicant can meet work schedule with reasonable accommodation if necessary.</td>
</tr>
<tr>
<td>SEX</td>
<td>Sex of applicant, where sex is not a bona fide occupational qualification (BFOQ).</td>
<td>Sex of applicant where BFOQ exists, such as actor or actress.</td>
</tr>
<tr>
<td>SEXUAL ORIENTATION</td>
<td>Questions about the person’s sexual orientation, partner or living arrangements.</td>
<td>None (in accordance with ASU nondiscrimination policy).</td>
</tr>
<tr>
<td>UNION AFFILIATION</td>
<td>The Labor Management Relations Act makes it illegal for employers to discriminate on the basis of union membership.</td>
<td>None.</td>
</tr>
</tbody>
</table>
ATTACHMENT H
Interim EPA Recruitment Report
Appalachian State University
Office of Equity, Diversity and Compliance

Form 2

1. Department/Unit ____________________ 2. College/School/Division ____________________

3. Title and Position Number ____________________

4. EPA category of position (Check one only)
   □ Administrator  □ Tenured/Tenure-Track Faculty
   □ Professional, without Academic Rank  □ Non-Tenure-Track Faculty

5. Total number of applications received _____ 6. Number excluded from further consideration _____

7. Application Flow: Check to indicate that Applicant Flow Form is attached. □

   Using the Applicant Flow Form, provide the name and application date of each applicant. Specify the disposition for each applicant by indicating the corresponding code from the applicant disposition codes listed on the Applicant Flow Form.

8. List all candidates still under consideration. Check here if additional list is attached. □

   Name                                    Current Employer* (check box if inviting for on-campus interview)

   1. ________________________________________  ____________________________________________
   2. ________________________________________  ____________________________________________
   3. ________________________________________  ____________________________________________
   4. ________________________________________  ____________________________________________
   5. ________________________________________  ____________________________________________
   6. ________________________________________  ____________________________________________
   7. ________________________________________  ____________________________________________
   8. ________________________________________  ____________________________________________
   9. ________________________________________  ____________________________________________
   10. ________________________________________  ____________________________________________

   * If current employer is Appalachian, specify the following: SPA/EPA, department and position title

9. By signing, we certify that the information provided above and on the Applicant Flow Form is accurate. Furthermore, we understand that no candidates may be interviewed until this form is approved by the director of compliance.

   Search Committee Chair                                      Date
   Department Chair/Director                                      Date
   Director of Compliance                                          Date

Approved form will be returned to the search committee chair by EDC. 8/2008
ATTACHMENT H
Applicant Flow Form
Appalachian State University
Office of Equity, Diversity and Compliance

Department: ________________________________
Position #: ________________________________

<table>
<thead>
<tr>
<th>Race/Veteran Codes:</th>
<th>Sex Codes:</th>
<th>Disposition:</th>
<th>Reasons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) White</td>
<td>1) Male</td>
<td>1) Still under consideration</td>
<td>1) Accepted another position</td>
</tr>
<tr>
<td>2) Black or African-American</td>
<td>2) Female</td>
<td>2) No longer under consideration</td>
<td>2) Did not meet advertised qualifications</td>
</tr>
<tr>
<td>3) Hispanic or Latino</td>
<td>3) Unknown</td>
<td>(provide explanation)</td>
<td>3) Incomplete or late application</td>
</tr>
<tr>
<td>4) Asian</td>
<td></td>
<td></td>
<td>4) Issue with preliminary interview</td>
</tr>
<tr>
<td>5) American Indian or Alaskan Native</td>
<td></td>
<td></td>
<td>5) Not enough related experience</td>
</tr>
<tr>
<td>6) Native Hawaiian or Other Pacific Islander</td>
<td></td>
<td></td>
<td>6) Unavailable for interview</td>
</tr>
<tr>
<td>7) Two or More Races</td>
<td></td>
<td></td>
<td>7) Unsatisfactory reference check</td>
</tr>
<tr>
<td>8) Veteran</td>
<td></td>
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<td>10) Other (explain)</td>
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* Data will be filled in by the Office of EDC.

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<th>Applicant Name</th>
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Director of Compliance __________________________ Date ______________

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Director of Compliance _______________________________ Date ______________ 7/2008

*The Office of EDC will complete and retain the Applicant Flow Form.
ATTACHMENT I

EPA Compliance Report (request for approval to make verbal offer)

Appalachian State University
Office of Equity, Diversity and Compliance

Form 3

This form is to be used for each recommendation for each EPA appointment. Copies of this Compliance Report are routed to the chairperson/director, dean (if applicable), director of compliance, vice chancellor (or chancellor), and Human Resource Services. Please note that the position is not to be offered until the applicable administrator receives her/his copy, which has been signed by all the appropriate persons. Attach additional pages, if necessary.

Department Name __________________________ Position Number __________________________

Position Title ______________________________ Salary __________________________

Final Statistical Description of Applicant Pool (*Please contact Robin Waters (watersre@appstate.edu) in EDC for this information):

Total number of applications received: __________ Total number of candidates interviewed: __________

<table>
<thead>
<tr>
<th></th>
<th>White</th>
<th>Black/African American</th>
<th>Hispanic/Latino</th>
<th>Asian</th>
<th>American Indian/Alaskan Native</th>
<th>Native Hawaiian/Other Pacific Islander</th>
<th>Two or More Races</th>
<th>Unknown</th>
<th>Veteran</th>
<th>Total</th>
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<td>Males</td>
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Candidate Recommended: (Please provide a short paragraph in support of the recommendation for hire and list the rationale for recommending this candidate.)

Name:

Short Paragraph:
Description of other candidates interviewed:

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant’s Name</th>
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*Attach copies of all advertisements used in the search.

ALL new hires must complete an I-9 form.

Search Committee Chair ___________________________ Date ________________

Approved by:

1. Dept. Chair/Director ___________________________ Date ________________
2. Dean (if applicable) ___________________________ Date ________________
3. Director of Compliance _________________________ Date ________________
4. Vice Chancellor or designee ____________________ Date ________________

Appalachian State University  
A member institution of The University of North Carolina  
An Affirmative Action/Equal Opportunity Employer  
7/2008
MEMORANDUM TO: Faculty Senate

FROM: James Denniston

DATE: April 18, 2008

SUBJECT: Faculty Annual Report Form Modifications

Last fall, the faculty senate formed an ad hoc committee to study the revision of the Faculty Annual Report (Motion FS 07-08/12-01). Committee membership consisted of Dr. Jim Denniston (chair), Dean Harbinson, and Senators Mamlin, Stallworth, and Williams. Over the course of the Spring 2008 semester, the Faculty Annual Report Committee met on four occasions to discuss both the revision of the faculty annual report and to recommend modifications to the on-line faculty activity reporting database. The committee recommends adoption of the revised Faculty Annual Report (see attached).

The revised report is designed to both standardize faculty activity reporting and to minimize faculty time and effort in generating the annual report. Faculty Annual Reports will be generated by the Activity Insight database that is being customized for use at Appalachian. The use of a standardized form will ensure consistent reporting of activities across faculty. The proposed annual report will consist of six sections: 1) Teaching; 2) Research & Creative Activities; 3) Faculty Development; 4) Administrative Assignments; 5) Service and Community Connections; and 6) Awards & Honors. For each category, a sum of activities completed and a listing of individual activities will be provided. These data will be pulled from the database into the report form, thereby minimizing faculty effort in generating the annual report.

The proposed annual report form does not include sections for self-evaluation, student evaluations of teaching, grade distributions, major concerns/goals, or planning for the following academic year. These sections were omitted from the annual report as the committee felt that these reflective statements and evaluation of instruction should be discussed and evaluated at the departmental level. Our committee recommends that each department develop a short form that would facilitate review of these items in the faculty member’s annual meeting with his/her department chairperson.
ANNUAL FACULTY ACTIVITY REPORT
(Report Start Date - Report End Date)

Faculty Name: ___________________________________ Rank: ___________________________
College: ___________________________________ Department: ___________________________
Tenure Status: ___________________________________

Workload Information

Workload: ___% teaching; ___ % research; ___ % service; ___ % administrative
______% FTE

I. TEACHING

A. Scheduled Teaching

Number of courses taught: ______
Number of credit hours generated: ______

List of all courses taught during review period (see table below)

<table>
<thead>
<tr>
<th>[Semester]</th>
<th>[Year]</th>
<th>New Course Preparation?</th>
<th>New Format for Existing Course?</th>
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<tr>
<td>Course &amp; Section</td>
<td>[Course Prefix]</td>
<td>New course preparation?</td>
<td>New format for existing course?</td>
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<td>[Course Number]-[Section Number]</td>
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</table>

B. Pedagogical innovations (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.) that were introduced this year

C. New teaching material developed and/or implemented this year (e.g., cases, CDs/DVDs, course modules, instructor manuals, test banks, or simulations)

D. Activities that enhanced student learning and/or student contact with the community (e.g., guest speaker, outside projects, field trips, field projects, etc.)

E. Mentoring

List of all records from directed student learning except internships

F. Internships

List internships from directed student learning section of database

G. Academic Advising

a. Number of undergraduates students advised _____
b. Number of graduate students advised _____

c. Hours devoted to advising over the course of the year _____

H. Other

List all other activities from student advising and directed student learning that were not included in above sections

II. Research and Creative Endeavors

A. Refereed Publications: _____ (count of 1-3)

1. Journal Articles

List all articles and include ranking in listing

2. Books and Chapters in Books

List all peer-reviewed books and chapters; include ranking

3. Other peer-reviewed scholarly products

List all activities not listed above – include ranking

B. Refereed Artistic and Professional Performances & Exhibits: _____ (count of 1 and 2)

1. Exhibitions and Performances

List all activities from these categories

2. Compositions

List all activities from these categories

C. Non-Refereed Publications: _____ (count of 1 and 2)

1. Intellectual Contributions

List all contributions; include ranking

2. Artistic and Professional Performances & Exhibits

List all contributions; include scope

D. Presentations (not published in proceedings): _____ (count)

List all presentation; include scope and peer-review status
E. Contracts, Grants, and Sponsored Research: _____ (count)

List all contracts/grants and include organization level (local, state, federal, etc.) and amount

F. Other Scholarly Activities: _____ (count of 1-4)

1. Newspaper articles/editorials
   
   List all

2. Media Contributions
   
   List all

3. Intellectual Property
   
   List all

4. Other Publications
   
   List of all other activities not reported above

G. Scholarly Works in Progress

List of all works in progress

III. Faculty Development: _____ (count of 1-5)

A. Seminars Attended
   
   List all

B. Continuing Education
   
   List all

C. Faculty Internship
   
   List all

D. Other Faculty Development Activities
   
   List all other activities not reported above

E. Professional Certifications
   
   List all

IV. ADMINISTRATIVE ASSIGNMENTS

List all from Administrative Assignments page
V. SERVICE & COMMUNITY CONNECTIONS: ______ (count of A-F)

A. Department Service
   
   List all

B. College Service
   
   List all

C. University Service
   
   List all

D. Workshops & Guest Lecturing (internal to ASU)
   
   List all

E. Professional Service
   
   List all

F. Community Connections:
   
   1. Consulting/board of directors –
      
      List all

   2. External Connections and Partnerships –
      
      List all

   3. Media Contributions
      
      List all

   4. Workshops & Guest Lecturing (external to ASU)
      
      List all

   5. Professionally Related Community Service
      
      List all

VI. HONORS/AWARDS/RECOGNITIONS: ______ (count & list below)
2008-2009 Faculty Senate Standing Committees (Draft)

Faculty Handbook
Ramey (Chair, Faculty Senate)
Marking (past Chair, Faculty Senate)
W. Williams (Parliamentarian, Faculty Senate)
Craig Fischer (English)
Carey (Ex-Officio, Vice Provost for Faculty Affairs)
Gates (Invited Guest, Communication)

Committee on Committees
B. Williams (Library)
Price (Sociology)
Sherman (Physics/Astronomy)
Stoddard (Marketing)
Art Rep.

Academic Policies
Marland (Math)
Miller (Theater / Dance)
Reesman (Nursing)
Stallworth (Accounting)
Waring (Psychology)
Technology Rep.

Faculty Welfare
Carpenter (FCS)
Davison (Sociology)
Horst (History)
Wangler (Music)
Anthropology Rep.

Budget
Geary (Finance)
Newmark (Govt/Judicial Stud)
Roggenkamp (Management)
Van Devender (Biology)
Wertz (LRE)
CIS Rep.

Welfare of Students
Short (Social Work)
Sanders (LES)
Ulmer (LRE)
Winn (English)
M. Williams (Military Science)
Mamola (C&I)

Campus Planning
Mitchem (Library)
Pombo (Communication)
Rardin (P & R)
Scharer (Geology)
Geography Rep.

Agenda Committee
Ramey
Price
Carpenter
W. Williams

Non-Smoking Policy Taskforce: Fischer (English)
University Bookstore Committee: Fischer (English)
Intellectual Property Development Advisory Council: