LOUISIANA TECH UNIVERSITY
AFFIRMATIVE ACTION CHECKLIST
PART A

Each item on this sheet is required for an affirmative action package when hiring new unclassified faculty and staff.

Affirmative Action Checklist

The University EEO Officer must review the Affirmative Action package before a job offer is extended to any applicant. After approval, the signed job offer must be included in the Affirmative Action package (Part B) submitted to the Office of Human Resources.

1. Certificate of EEO Compliance (copy attached)

2. Summary of Selection for Affirmative Action blank forms will be provided by the Office of Human Resources. Data from Affirmative Action Information Cards will be sent from the Office of Human Resources to the hiring department/search committee upon request for completion of Part A of the procedure.

3. Unclassified Position Description, Justification, and Certification form.

4. Copy of proposed offer letter, starting date, and proposed salary.

5. Copy of the job advertisement with information on where the position was advertised and/or copies of the mailing list. The advertisement and search should clearly show an effort to identify (recruit) women and blacks. Advertisement must be made in minority journals for categories where underutilization is identified. Information is available in the appropriate academic dean’s office.

NOTE: SEND COPY OF JOB ANNOUNCEMENT TO THE OFFICE OF HUMAN RESOURCES FOR POSTING ON UNIVERSITY EEO BULLETIN BOARD IN THE STUDENT CENTER

6. Evaluating English Proficiency of Applicants for Whom English is a Second Language (for academic positions only)

7. A listing of all applicants with specific reasons noted why each person was not considered and/or hired.

8. Summary of selection process or search committee procedure.

9. Copies of letters mailed to applicants acknowledging receipt of resumes and/or letters of application for advertised position. An Affirmative Action Information Card must be enclosed when mailing acknowledgment letter to applicant.

10. Copies of applications and correspondence to and from applicants.

After approval of Part A of the Affirmative Action Package, the Department will be notified by the President’s Office to proceed with the Offer of Employment, and Part A will be returned to the appropriate department. After acceptance of the employment offer and hiring, Part B of the Affirmative Action Checklist is to be routed along with the previously completed Part A for final signatures. Completed Affirmative Action package (Parts A & B) will then be submitted to the Office of Human Resources.

Department ___________________________ Signature of Department Head ___________________________

2/01/07
CERTIFICATE OF EEO COMPLIANCE

In accordance with the guidelines of the Louisiana Tech University Equal Employment Opportunity policy and Affirmative Action plan, I certify that a good faith effort has been made in recruiting for the position vacancy of ______________________ in the Department of ______________________ College of ______________________ I further certify that all recruiting sources have been exhausted, and ______________________ is the best qualified person available.

(Applicant)

(Date) ______________________ (Department or Budget Head) ______________________

(Date) ______________________ (Dean, Director, or Administrative Officer) ______________________

It is verified that an equal employment opportunity search in compliance with University affirmative action guidelines was made in regard to the above referenced position.

(Date) ______________________ (Equal Employment Opportunity Deputy Officer) ______________________

(Date) ______________________ (Equal Employment Opportunity Officer) ______________________

(Date) ______________________ (Approved: President) ______________________

7/01/04
SUMMARY OF SELECTION FOR AFFIRMATIVE ACTION

Name of New Employee ____________________________________________

Ethnic Origin (check one) Hispanic or Latino _____ Non-Hispanic or Non-Latino _____

Race (Check all that apply): White ____ American Indian/Alaskan Native ____Asian____
Black/African American ____ Native Hawaiian/Pacific Islander ____Other____

Rank/Title ______________________________________________________

New Position: Yes ____ No ____ (If No) Replacing ______________________

Total Number of Applicants by Sex and Race

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>Black/African American</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>Asian</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>Native Hawaiian/Pacific Islander</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>Other</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>Unknown</td>
<td>____</td>
<td>____</td>
</tr>
<tr>
<td>TOTAL</td>
<td>____</td>
<td>____</td>
</tr>
</tbody>
</table>

Summary prepared by

(Signature)

(Title)

(Date)

This information will be used only for compiling annual affirmative action reports as required by federal law.

Please include the completed form in the new employee's affirmative action package along with the completed affirmative action information cards.
Board of Supervisors for the University of Louisiana System

UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION & CERTIFICATION FORM

<table>
<thead>
<tr>
<th>Institution Name:</th>
<th>Academic Department /Administrative Unit:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Page:</th>
<th>Line #:</th>
<th>Current Budgeted Amt:</th>
<th>Status: □ 9/10 mo. □ 12 mo.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Source of Funding:</th>
<th>□ State □ Federal □ Restricted □ Self-Generated □ Grant/Contract □ Auxiliary</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Position:</th>
<th>□ Dean □ Vice President (Asso./Asst.) □ Provost □ Athletic Director/ Equivalent □ Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Nature of Request:</th>
<th>□ New (attach explanation) □ Replace/Update (salary increase exceeds 10% - explain below)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Justification:</th>
</tr>
</thead>
</table>

*If necessary, please continue justification on another page.*

<table>
<thead>
<tr>
<th>Employee Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Title:</th>
<th>Present Salary:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requested Position Title:</th>
<th>Proposed Annual Salary Range:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Beginning Salary:</th>
<th>Effective Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current or Previous Incumbent:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reassignment /Promotion For:</th>
</tr>
</thead>
</table>

It is recommended that this position be unclassified, and we certify that it meets the teaching, professional or administrative officer designation required by the Constitution (Article X, Section 2) and appropriate civil service rules. In addition, we will (have) follow(ed) the University’s established hiring policies and procedures and published equal employment opportunity guidelines.

Approved By: ___________________________ Date: _____________
Dean/Director

Approved By: ___________________________ Date: _____________
Vice President

Approved By: ___________________________ Date: _____________
President

FOR SYSTEM OFFICE USE

Approved By: ___________________________ System Authority _________ Date

Revised June 1, 2006
BOARD OF SUPERVISORS FOR UNIVERSITY OF LOUISIANA SYSTEM

POLICY AND PROCEDURE ISSUANCE

PURPOSE: TO ESTABLISH THE PROCEDURE FOR REQUESTING PRIOR SYSTEM OFFICE APPROVAL TO CREATE/FILL UNCLASSIFIED ADMINISTRATIVE AND PROFESSIONAL POSITIONS.

SCOPE: THIS ISSUANCE APPLIES TO ALL UNCLASSIFIED EMPLOYEE POSITIONS. HOWEVER, IT DOES NOT APPLY TO CURRENTLY ESTABLISHED AND FUNDED INSTRUCTIONAL FACULTY POSITIONS.

BACKGROUND: THIS ISSUANCE IS INTENDED TO PROVIDE THE BOARD OF SUPERVISORS, THROUGH ITS SYSTEM STAFF, NECESSARY BUDGETARY AND COMPLIANCE CONTROLS CONSISTENT WITH ITS CONSTITUTIONAL RESPONSIBILITIES.

PROCEDURES AND RESPONSIBILITIES: IT SHALL BE THE RESPONSIBILITY OF THE INSTITUTION PRESIDENT AND CHIEF FISCAL OFFICER TO PROVIDE ALL INFORMATION REQUESTED ON THE ULS "UNCLASSIFIED POSITION DESCRIPTION, JUSTIFICATION, AND CERTIFICATION FORM."

THIS INFORMATION MUST BE SUBMITTED TO THE SYSTEM OFFICE FOR REVIEW AND APPROVAL OF THE SYSTEM PRESIDENT AND VICE PRESIDENT OF FINANCE AND ADMINISTRATION PRIOR TO RECRUITING, NEGOTIATING WITH, COMMITTING TO HIRE, OR HIRING ANY UNCLASSIFIED EMPLOYEE.

IN ADDITION TO THE INFORMATION REQUESTED ON THE ABOVE FORM, THE UNIVERSITY MUST ATTACH A COMPLETE JOB DESCRIPTION AND JUSTIFICATION TO CREATE/FILL THE POSITION. THE UNIVERSITY SHOULD ALSO SUBMIT A COPY OF ANY PROPOSED APPOINTMENT LETTER/FORM TO BE PROVIDED TO THE UNCLASSIFIED EMPLOYEE WHEN EMPLOYMENT IS OFFERED.

IN THE CASE OF A NEW POSITION, OR ANY REASSIGNMENT/PROMOTION OF AN EXISTING POSITION, THE UNIVERSITY MUST ALSO ATTACH A REVISED ORGANIZATIONAL CHART WITH A BRIEF, BUT CONCISE, EXPLANATION OF THE PROPOSED REORGANIZATION.

IT SHALL BE THE RESPONSIBILITY OF THE SYSTEM STAFF TO REVIEW THE REQUEST AND INFORM THE UNIVERSITY OF ITS DECISION WITHIN TWO (2) WORKING DAYS.

AFTER RECEIVING SYSTEM OFFICE APPROVAL OF THE FORM, THE UNIVERSITY SHALL INSURE THAT THE EMPLOYEE INFORMATION IS SUBMITTED ON A ROUTINE PERSONNEL TRANSACTION FORM FOR CONSIDERATION BY THE BOARD AT ITS NEXT REGULARLY SCHEDULED MEETING.

February 1993
SAMPLE EMPLOYMENT LETTER (Faculty)

With the recommendation of the Search Committee, I am pleased to offer you a tenure track faculty appointment as __________________. This appointment is effective _______________ with a nine-month salary of $________. Employment is contingent upon the approval of the Vice President for Academic Affairs, the President of Louisiana Tech University, and the Board of Supervisors for the University of Louisiana System. This offer is also contingent upon the completion of a background investigation check by the University.

This is a tenure track position, with tenure based upon the academic (nine-month) appointment. A final decision on granting of tenure must be made by the completion of the academic year. A decision of non-reappointment may be made prior to that date. For your reference and compliance, employment policies and other university policies and procedures are included in the on-line University Policies and Procedures Manual to be found at https://www.latech.edu/administration/policies-and-procedures/.

(Using the following as a guide, the next paragraph can be tailored to the expectations of the individual position.)

In fulfilling your employment responsibilities, you will be evaluated on the basis of your teaching performance, scholarly/creative productivity, professional activities, collegiality, and service to the university. In this position, you will be responsible for teaching undergraduate and graduate courses, advising students, obtaining funded research, serving on department and university committees, ________________, and ________________.

When signed by you, this letter will constitute the basis for initiating the process of formal appointment to the university faculty. The process cannot be completed until official transcripts of academic work have been received and evaluated. If you accept the terms of this letter, please sign and date below, retaining a copy for your files. Please also sign and return the applicant background information form.

Sincerely,

_________________________________        __________________________________
Department Head/Director                        Dean

Acceptance: I understand and accept the terms of employment as set forth in this offer of employment.

_________________________________        Date: ________________________
SAMPLE EMPLOYMENT LETTER (Staff)

Dear ____________:

This letter will serve as a formal offer of employment as ________________ for Louisiana Tech University. This offer is for a ______-month position with an annual salary of __________ to be effective ________________.

When signed, this letter will constitute the basis for an annual appointment with the University. However, this document should in no way be considered as an implied or expressed agreement for continued employment throughout the fiscal year (see Louisiana Tech University Policies & Procedures: Policy 1414). Upon receipt of your acceptance of this offer, your employment is subject to final approval of the President of the University and the University of Louisiana Board of Supervisors. Employment is also contingent upon the completion of a background check by the University.

If fulfilling your employment responsibilities, you will be evaluated on an annual basis. Your performance evaluation will be based on the effective functioning of the Department and compliance with university and state regulations, policies, and laws administered through your office. Further, the ________________ Department is expected to support, serve, and enhance the university’s academic, research, and support units. All activities of the ________________ Department must support the University Mission of instruction, research, and public service.

I sincerely hope that you will accept this offer and join our faculty and staff at Louisiana Tech. If you accept the terms of this letter, please sign and date below, retaining a copy for your files. Please also complete and return the applicant background information form.

Sincerely,

Acceptance: I understand and accept the terms of this employment letter.

__________________________________________  __________________________
Name                                                  Date
Louisiana Tech University
Job Announcement/Advertising

Job announcements can be placed in a number of publications, professional journals, web sites, newspapers, etc. depending on the nature of the position to be filled. Many disciplines, professional groups, etc. have journals and web sites that should be used as they serve as the primary advertising venue for vacancies in their respective fields. For some job vacancies, newspaper classified ads and general publications such as the Chronicle of Higher Education offer better coverage for positions available. Additionally, the Office of Human Resources lists all job vacancies on the University’s web site and with the Higher Ed Jobs (higheredjobs.com) a national higher education web site that will give very broad exposure to each position listed.

As part of the University’s commitment to diversity and affirmative action, all job vacancies must be listed in a minority focused publication. For faculty, research, and professional positions that need national coverage, the Insight Into Diversity, Black Issues in Higher Education, and/or Jobs in Higher Education are available for listing position announcements. For jobs that are better suited for advertisement within our area and region, The Monroe Free Press, a minority owned newspaper serving northeast Louisiana is available.

Select the publication(s), web sites, and other venues that will be most effective in developing a pool of qualified job candidates.

Publications:

Professional Journal for the respective discipline

The Chronicle of Higher Education  Phone: 202-466-1053  Fax: 202-223-6292
Insight Into Diversity                  Phone: 800-537-0655  Fax: 314-997-1788
Black Issues in Higher Education      Phone: 703-385-2981  Fax: 703-385-1839

Jobs in Higher Education – (posted by Human Resources)

The Monroe Free Press                     Phone: 318-388-1310  Fax: 318-388-2911
The Ruston Daily Leader                  Phone: 318-255-4353  Fax: 318-255-4006
The Morning Paper                        Phone: 318-255-3747  Fax: 318-255-2840
The NewsStar                             Phone: 318-322-5161  Fax: 318-362-0225
The Shreveport Times                    Phone: 318-459-3390  Fax: 318-459-3333
EVALUATING ENGLISH PROFICIENCY OF APPLICANTS
FOR WHOM ENGLISH IS A SECOND LANGUAGE
(for academic positions only)

Applicant's Name ____________________________________________

Evaluation of phone interview:  
_____ Very proficient  
_____ Satisfactory  
_____ Lack of proficiency

Signature of Search Chair and/or Unit Head: __________________________

Evaluation of oral professional presentation:  
_____ Very proficient  
_____ Satisfactory  
_____ Lack of proficiency

Signature of Unit Head: _________________________________________

Signature of Two Faculty Members:
__________________________
__________________________

Signature of Two Students:
__________________________
__________________________
## MAJOR FEDERAL ACTS AND ORDERS PROHIBITING DISCRIMINATION
### SUMMARY

<table>
<thead>
<tr>
<th>YEAR</th>
<th>LEGISLATION</th>
<th>BASES OF NON-DISCRIMINATION</th>
<th>ACTIVITY AFFECTED</th>
<th>ENFORCEMENT AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1963</td>
<td>Equal Pay Act</td>
<td>Sex</td>
<td>Employment</td>
<td>EEOC</td>
</tr>
<tr>
<td>1964</td>
<td>Civil Rights Act¹, Title VI</td>
<td>Race, color, national origin</td>
<td>Student programs</td>
<td>OCR</td>
</tr>
<tr>
<td>1964</td>
<td>Civil Rights Act, Title VII (as amended)</td>
<td>Race, sex, color, religion², or national origin</td>
<td>Employment</td>
<td>EEOC</td>
</tr>
<tr>
<td>1965</td>
<td>Executive Order 11246</td>
<td>Race, sex, color, religion², or national origin</td>
<td>Employment</td>
<td>OFCCP</td>
</tr>
<tr>
<td>1972</td>
<td>Educational Amendments¹, Title IX</td>
<td>Sex</td>
<td>Student programs</td>
<td>OCR</td>
</tr>
<tr>
<td>1973</td>
<td>Rehabilitation Act¹ 503 and 504</td>
<td>Mental or physical disability</td>
<td>Student programs and employment</td>
<td>OCR, OFCCP</td>
</tr>
<tr>
<td>1974</td>
<td>Age Discrimination in Employment Act (Amended 1986)</td>
<td>Employees 40 years old and above; abolishes the mandatory retirement age³</td>
<td>Employment</td>
<td>EEPC</td>
</tr>
<tr>
<td>1987</td>
<td>Immigration Reform and Control Act</td>
<td>National origin⁴</td>
<td>Employment</td>
<td>EEOC</td>
</tr>
<tr>
<td>1987</td>
<td>Civil Rights Restoration Act</td>
<td>Race, sex, age, disability</td>
<td>Student programs and employment</td>
<td>OCR, OFCCP</td>
</tr>
<tr>
<td>1990</td>
<td>Americans with Disabilities Act</td>
<td>Disability</td>
<td>Student programs and employment public accommodation</td>
<td>EEOC</td>
</tr>
<tr>
<td>1991</td>
<td>Civil Rights Act, Title I</td>
<td>Race, sex, color, religion, or national origin</td>
<td>Employment</td>
<td>EEOC</td>
</tr>
</tbody>
</table>

¹ Programs and activities receiving or benefiting from Federal financial assistance only
² Some exemptions are permitted for institutions owned by religious corporations
³ Exemption for tenured college professors until 1992
⁴ Covers employees authorized to work in the U.S. who have filed a declaration of intent to become a citizen with the INS; applies to employers with four or more employees
# Guide to Non-Discriminatory Interviewing

<table>
<thead>
<tr>
<th>It is Discriminatory to Inquire About:</th>
<th>It is not Discriminatory to Inquire About:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Birthplace and Residence</strong></td>
</tr>
<tr>
<td>The maiden name of a married applicant</td>
<td>Birthplace of applicant</td>
</tr>
<tr>
<td>The original name of an applicant whose name has been legally changed</td>
<td>Birthplace of applicant's parents</td>
</tr>
<tr>
<td></td>
<td>Birth certificate, naturalization, or baptismal certificate</td>
</tr>
<tr>
<td><strong>Creed or Religion</strong></td>
<td><strong>Race or Color</strong></td>
</tr>
<tr>
<td>Applicant's religious affiliation, church, parish, or religious holidays observed</td>
<td>Applicant's race, or color of applicant's skin, eyes, hair, etc.</td>
</tr>
<tr>
<td><strong>Photographs</strong></td>
<td><strong>Citizenship</strong></td>
</tr>
<tr>
<td>Photographs with application or after interview but before hiring</td>
<td>Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S. or any other inquiry related to citizenship</td>
</tr>
<tr>
<td><strong>National Origin and Ancestry</strong></td>
<td><strong>Language</strong></td>
</tr>
<tr>
<td>Applicant's lineage, ancestry, national origin, descent, parentage, or nationality</td>
<td>Applicant's mother tongue</td>
</tr>
<tr>
<td>Nationality of applicant's parents or spouse</td>
<td>Language commonly used by applicant at home</td>
</tr>
<tr>
<td><strong>Relatives</strong></td>
<td><strong>Military</strong></td>
</tr>
<tr>
<td>Name and/or address of any relative of applicant</td>
<td>Applicant's military experience in other than U.S. Armed Forces, National Guard, or Reserve units</td>
</tr>
<tr>
<td></td>
<td>Applicant's whereabouts in 1914-18, 1941-45, 1950-53</td>
</tr>
<tr>
<td></td>
<td>Dates and conditions of discharge</td>
</tr>
<tr>
<td><strong>Organizations</strong></td>
<td><strong>Military</strong></td>
</tr>
<tr>
<td>All clubs, social fraternities, societies, lodges, or organizations to which the applicant belongs, other than professional, trade, or service organizations</td>
<td>Military experience in the U.S. Armed Forces</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td><strong>Organizations</strong></td>
</tr>
<tr>
<td>The name of applicant's pastor or religious leader</td>
<td>Applicant's membership in any unions, professional, or trade organization</td>
</tr>
<tr>
<td></td>
<td>Names of persons willing or proved professional and/or character references for applicant</td>
</tr>
<tr>
<td><strong>Sex and Family Composition</strong></td>
<td><strong>Arrest Record</strong></td>
</tr>
<tr>
<td>Sex of applicant</td>
<td>The number and kinds of arrests of an applicant</td>
</tr>
<tr>
<td>Dependents of applicant</td>
<td>Numbers and kinds of convictions</td>
</tr>
<tr>
<td><strong>Height and Weight</strong></td>
<td></td>
</tr>
<tr>
<td>Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement</td>
<td></td>
</tr>
</tbody>
</table>
Examples of Reasons for Non-Selection

Candidate’s Choice

Would not relocate.
Accepted another job.
Offered the position but declined.
Asked not to be considered.
Accepted another position within the University.
Not available for interview.
No job opportunity for spouse.
Candidate requires a higher salary than authorized.
Not available for full-time employment at the start of the project period or quarter.
Failed to submit transcript/letters of recommendation required.
Failed to respond to requests for additional information.
Recommendations (or slides or publications) not submitted in time to be processed and considered for the position.
Advertised position was at the junior level; this candidate was unavailable for a job except at the senior level.
See explanation attached.

Degree

Did not possess academic qualifications advertised.
Did not possess a terminal degree.
Not making satisfactory and timely progress toward a terminal degree.
Degree in a field not compatible with the needs of the department as advertised.
Dissertation not completed and insufficient evidence that it will be by the end of the year.
Degree granting institution not as strong in the field as that of the candidate selected.
  (Strengths of degree granting institutions should be widely disparate if this reason is used. Please use this reason cautiously for female candidates, as a female’s choice of schools is sometimes dependent upon her spouse’s career; hence she may not have had the luxury of choosing a top ranking school for her work.)
See explanation attached.

Teaching/Seminar

Area of specialization or interest overlaps significantly with those of current members of the department and hence does not fit with the needs of the department as advertised.
Area of secondary competence not compatible with the needs of the department as advertised.
Candidate’s teaching or performing experience was not suitable for this position.
Insufficient teaching experience or candidate selected had more teaching experience.
Interview revealed that this candidate was not interested in the teaching assignment required by this position.
Did not have sufficient technical competence in the primary area.
Seminar/lecture failed to demonstrate scholarly substance.
Seminar/lecture demonstrated a communication problem.
Seminar/lecture demonstrated a language barrier.
See explanation attached.

**Research, Scholarship, and Publications**

Candidate acceptable but candidate selected has more and/or better publications.
Insufficient publication, composition, or exhibition record.
Creative artwork or musical composition judged inadequate by the research committee on the basis of submitted slides or tapes.
Lack of demonstrated research skills.
Research/Publications not appropriate to position as advertised.
Had done insufficient research or has not published adequately.
Research does not support teaching assignment.
See explanation attached.

**Miscellaneous**

History of difficult inter-personal relationships. (Use only in rare instances when a history truly exists and can be documented. Use cautiously, as racism and sexism are sometimes related to this difficulty.)
Potential conflict of interest with campus interests.
Candidate well qualified for the position, but quality of teaching and research was higher in the candidate selected. This candidate would be considered for the position if the first choice declines. This reason should not be used as a "catch-all." It should be used only for candidates on the short list or interview list; departments may be required to offer the position to such a candidate if the first choice declines.

**Academic Administrators**

Candidate did not possess the degree(s) advertised.
Candidate’s experience was outside the primary responsibilities of the position as advertised.
Candidate not interested in the teaching component of the position.
Candidate well qualified for the position and would be considered for the position if the first choice declined. (Should be used only for the very top 2-3 candidates; departments may be required to offer the position to such a candidate if the first choice declines.)
Candidate’s contributions in the service area were insufficient. (Includes lack of participation in state or national organizations as well as a lack of participation in departmental or university committees.)
Candidate did not have a demonstrated record of obtaining external funding. (Use only when the person selected had such a record and when it is specifically mentioned as a job responsibility.)
Candidate had insufficient or inappropriate administrative experience.
See explanation attached.

*Some reasons for non-selection for administrative positions may be similar to those for faculty positions. For example:
Offered the position but declined.
Candidate requires a higher salary than authorized.
Degree in a field not compatible with the needs of the department
Has done insufficient research or has not published adequately considering the length of time.
SEARCH PROCEDURE

- Dr. Jane Smith, Chairperson, Mr. Gary Jones, and Dr. Jerry Joseph met as a committee on (date) to write the position description for this position. The position description was approved for advertisement on (date).

- The position was then advertised in the Chronicle of Higher Education and the Affirmative Action Register on (date). Additionally, the position was posted on the University's EEO Bulletin Board and the website for Jobs in Higher Education by the University's Office of Human Resources.

- The search committee reviewed the applicants on (date), studied all applications, and made notes as appropriate relating to each applicant's fulfilling of the requirements listed in the job description. It determined the acceptable candidates and ranked them according to qualifications.

- The top two candidates were invited to campus and interviewed. They also were asked to make oral presentations to ____________. Telephone interviews were made with three additional candidates.

- The search committee met and evaluated them again. Two of the candidates were evaluated with the form reflecting English proficiency. The committee then made a recommendation to the Department Head.

- The Department Head reviewed all applications and agreed with the search committee recommendation. The Department Head then made a recommendation to the Dean on (date) ranking the top three candidates with an offer to be made in order of rank by candidate.

- The Dean concurred with the recommendation of the Search Committee and Department Head and then Part A of the Affirmative Action Packet was sent to the Affirmative Action Officer for review.
Dear _____ (Applicant)____:

Your application for _____ (position title)_____ in the College of _____________ at Louisiana Tech University has been received, and you will be placed in consideration for the position referenced above.

The information requested on the enclosed card will not affect consideration of your application or be used in any manner in the selection process. It is strictly for applicant tracking purposes relative to our affirmative action plan.

The university appreciates your interest in employment and will be back in contact with you as the selection process moves further along.

Sincerely,

Department Head/
Search Committee Chairperson

Enclosure
AFFIRMATIVE ACTION INFORMATION FORM

This information is requested to determine Louisiana Tech's compliance with civil rights law, and your response will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

PART I. Please indicate the following information.

Applicant's Name: _____________________________ Position/Title: _____________________________

Department: _____________________________ Anticipated Hire Date: _____________________________

PART II. The following information is collected for equal opportunity reports. You ARE NOT legally required to provide this information.

1. Ethnic Origin:
   - Hispanic or Latino
   - Non-Hispanic or Non-Latino

2. Race (Please check all that apply)
   - White
   - American Indian/Alaskan Native
   - Native Hawaiian or Other Pacific Islander
   - Asian
   - Black or African American
   - Other

3. Gender: □ Male □ Female

4. Do you wish to declare yourself as disabled under our Affirmative Action Plan? □ Yes □ No

5. Do you qualify as a Vietnam Era veteran (service between August 1964 and May 1975)? □ Yes □ No

6. If you have a disability, please state your condition and accommodation that may be required.

7. Age: Are you forty years of age or older? □ Yes □ No

8. How/Where did you find out about this position?

☐ I DO NOT WISH TO INDICATE ANY OF THE ABOVE INFORMATION.

Date: _____________________________

10/21/27
LOUISIANA TECH UNIVERSITY
AFFIRMATIVE ACTION CHECKLIST

PART B

Employment Process Checklist

1. Appointment Request Form. For new, continuing appointments, the effective date of employment should not be prior to final approval by the President and the Board of Supervisors. Therefore, affirmative action packages should begin the signature process at least three to four weeks in advance of the appointment date. For temporary and/or part-time appointments, the President's signature should be received prior to the effective date of appointment.

2. Original signed offer and acceptance letter. The formal offer cannot be made until review of the affirmative action package (Part A) by the EEO Officer and the approval by the President.

3. Original of completed Applicant Background Information Form signed by applicant (final candidate).

4. Official transcripts of the person recommended for employment. This applies to both full-time and part-time employees.

5. Copy of job description on appropriate form. This particular form is utilized for non-classified, non-faculty positions. The original form should be signed by the employee during the employment process and forwarded to the Office of Human Resources.

6. Faculty Credentials Form

Note: Human Resources will notify the employing department that a background check has been completed and documentation placed in the appropriate affirmative action and/or employment file.

Department ___________________________ Signature of Department Head ___________________________
Appointment Request Form (Please link to the following)

2nd Page of Appointment Request Form (Please link to the following)
BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

Disclosure:

Please be advised that LOUISIANA TECH UNIVERSITY intends to use a consumer and/or investigative consumer report as part of your application for employment and continued evaluation during the course of your employment with the company should you become employed. Your consent for the procurement and use of such a report is required. The consumer report will contain information from public records, which may include, but are not limited to, social security number and other information bearing on your credit worthiness, credit standing or credit capacity, motor vehicle operation history, education history, employment history, and criminal history, to the extent permitted by law. An investigative consumer report can contain information from public records as stated above, in addition to interviews with employers, neighbors, friends, and associates for knowledge concerning your character, general reputation, personal characteristics or mode of living.

Authorization:

I voluntarily and knowingly authorize any party or agency contacted to give records they may have concerning my social security number, credit worthiness, credit standing, credit capacity, motor vehicle operation history, employment history and performance, education history, criminal history, or other information to the extent permitted by law.

I further understand that, upon my written request, I will be given the name and address of each consumer reporting agency from which a consumer report or investigative consumer report may have been obtained, and, if an investigative consumer report has been obtained, a description of the nature and scope of the investigation. I understand that I may obtain additional information concerning the report by contacting the consumer reporting agency.

The report will be prepared by: TruView BSI, LLC
25 Newbridge Rd, Suite 210, Hicksville, NY 11801
888.869.8444
This company’s Privacy Policy can be viewed at: https://truviebsi.com/resources/privacy-policy/

I understand that any consumer report or investigative consumer report prepared will be used strictly for employment purposes as defined in the Fair Credit Reporting Act, as a report to be used for the purpose of evaluation for employment, promotion, reassignment or retention as an employee. I further understand that any offer of employment, promotion or reassignment will be conditional upon the receipt of satisfactory information as required and that to be considered for employment, promotion, or reassignment; I must authorize the procurement of such Report(s). A photographic or faxed copy of this Disclosure and Authorization Form shall be as valid as the original.

☐ I acknowledge having received "A Summary of Your Rights Under the Fair Credit Reporting Act"

The following information must be filled out completely and signed by all applicants:

PLEASE PRINT ALL INFORMATION BELOW

<table>
<thead>
<tr>
<th>Last Name, First Name, Middle Initial:</th>
<th>Social Security Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Additional Name(s) Used:</th>
<th>Date of Birth/Place of Birth:</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Driver’s License Number</th>
<th>State/Country:</th>
<th>Position Applied For:</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Current Address (street, city, state, zip)</th>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Address (street, city, state, zip)</th>
</tr>
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</tbody>
</table>

Signed: _________________________________ Dated: _________________________________
A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer
reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- The following FCRA right applies with respect to nationwide consumer reporting agencies:

**CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is
placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:
<table>
<thead>
<tr>
<th>TYPE OF BUSINESS:</th>
<th>CONTACT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates</td>
<td>a. Consumer Financial Protection Bureau</td>
</tr>
<tr>
<td></td>
<td>1700 G Street, N.W.</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20552</td>
</tr>
<tr>
<td>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</td>
<td>b. Federal Trade Commission</td>
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<tr>
<td></td>
<td>Consumer Response Center</td>
</tr>
<tr>
<td></td>
<td>600 Pennsylvania Avenue, N.W.</td>
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<tr>
<td></td>
<td>Washington, DC 20580</td>
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<tr>
<td></td>
<td>(877) 382-4357</td>
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<tr>
<td>2. To the extent not included in item 1 above:</td>
<td>a. Office of the Comptroller of the Currency</td>
</tr>
<tr>
<td>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</td>
<td>Customer Assistance Group</td>
</tr>
<tr>
<td></td>
<td>1301 McKinney Street, Suite 3450</td>
</tr>
<tr>
<td></td>
<td>Houston, TX 77010-9050</td>
</tr>
<tr>
<td>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</td>
<td>b. Federal Reserve Consumer Help Center</td>
</tr>
<tr>
<td></td>
<td>P.O. Box 1200</td>
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<tr>
<td></td>
<td>Minneapolis, MN 55480</td>
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<tr>
<td>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</td>
<td>c. FDIC Consumer Response Center</td>
</tr>
<tr>
<td></td>
<td>1100 Walnut Street, Box #11</td>
</tr>
<tr>
<td></td>
<td>Kansas City, MO 64106</td>
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<td>d. Federal Credit Unions</td>
<td>d. National Credit Union Administration</td>
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<td>Office of Consumer Financial Protection (OCFP)</td>
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<td>Division of Consumer Compliance Policy and Outreach</td>
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<td></td>
<td>1775 Duke Street</td>
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<td></td>
<td>Alexandria, VA 22314</td>
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<td>3. Air carriers</td>
<td>Asst. General Counsel for Aviation Enforcement &amp; Proceedings</td>
</tr>
<tr>
<td></td>
<td>Aviation Consumer Protection Division</td>
</tr>
<tr>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td></td>
<td>1200 New Jersey Avenue, S.E.</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20590</td>
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<tr>
<td>4. Creditors Subject to the Surface Transportation Board</td>
<td>Office of Proceedings, Surface Transportation Board</td>
</tr>
<tr>
<td></td>
<td>Department of Transportation</td>
</tr>
<tr>
<td></td>
<td>395 E Street, S.W.</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20423</td>
</tr>
<tr>
<td>5. Creditors Subject to the Packers and Stockyards Act, 1921</td>
<td>Nearest Packers and Stockyards Administration area supervisor</td>
</tr>
<tr>
<td>6. Small Business Investment Companies</td>
<td>Associate Deputy Administrator for Capital Access</td>
</tr>
<tr>
<td></td>
<td>United States Small Business Administration</td>
</tr>
<tr>
<td></td>
<td>409 Third Street, S.W., Suite 8200</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20416</td>
</tr>
<tr>
<td>7. Brokers and Dealers</td>
<td>Securities and Exchange Commission</td>
</tr>
<tr>
<td></td>
<td>100 F Street, N.E.</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20549</td>
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<tr>
<td>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</td>
<td>Farm Credit Administration</td>
</tr>
<tr>
<td></td>
<td>1501 Farm Credit Drive</td>
</tr>
<tr>
<td></td>
<td>McLean, VA 22102-5090</td>
</tr>
<tr>
<td>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</td>
<td>Federal Trade Commission</td>
</tr>
<tr>
<td></td>
<td>Consumer Response Center</td>
</tr>
<tr>
<td></td>
<td>600 Pennsylvania Avenue, N.W.</td>
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<td></td>
<td>Washington, DC 20580</td>
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<td></td>
<td>(877) 382-4357</td>
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</tbody>
</table>
1. ORGANIZATIONAL INFORMATION

Present title of position: ____

Division: ~ Academic Affairs ~ Student Affairs ~ Administrative Affairs ~ President
    ~ Planning and Development ~ Athletics

Department/Office: ____

Individual who supervises the position described herein:
Name: ____
Title: ________________

2. DUTIES AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Duties and Responsibilities</th>
<th>% of Time</th>
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</tbody>
</table>
3. PURPOSE OF POSITION

4. QUALIFICATIONS/REQUIREMENTS

5. ESSENTIAL FUNCTIONS OF JOB

6. SUPERVISORY RESPONSIBILITY (if applicable)
   Position titles of your subordinates:
   Nature of supervision:

7. SIGNATURE AND APPROVALS
   Employee's Signature:  
   Date:
   Supervisor's Signature:  
   Date:
   Dean's Signature (if applicable):  
   Date:
Faculty Credentials Form
Louisiana Tech University
(also for graduate teaching assistants)

Directions: Items 1-7 can be completed by faculty applicant or department, but should be reviewed for accuracy by department. Items 8-14 are to be completed by the department only. The Dean or Vice President can refer a review to the Credential Review Committee if additional evaluation is needed. Completed form to be included with initial Appointment Request Form prior to beginning of employment.

(1) Applicant _______________________________ (2) Department _______________________________

(3) ___ Main Campus ___ Barksdale ___ Extension Adjunct ___ Electronic Learning Adjunct

<table>
<thead>
<tr>
<th>(4) Degree</th>
<th>(5) Credit Hours in Discipline*</th>
<th>(6) Institution Granting Degree/Credit</th>
<th>(7) Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(8) Accreditation. Are degree/credit granting institutions regionally accredited? ___Y___N
Note: Degrees from international institutions require evaluation by external evaluation agency which must be completed prior to employment start date.

(9) Communication Skills. Has written and oral command of English been verified? ___Y___N
Note: If English is the Second Language of candidate, attached form must be completed and included.

CREDENTIAL STATUS
(10) Credentialled based on academic preparation to teach the following: ___Y___N

________________________________________________________________________
________________________________________________________________________

(11) Credentialled as an exception (based on experience and/or professional contributions) to teach the following: ___Y___N

________________________________________________________________________
________________________________________________________________________

DOCUMENTATION
(12) Have official transcripts been received/attached? ___Y___N
(13) Has external transcript evaluation (if required) been completed/attached? ___Y___N
(14) Is documentation supporting appointment attached? ___Y___N

The Head/Director certifies by signature below that all information provided on this form and all supporting documentation is correct and accurate to the best of his/her knowledge.

(15) Head/Director _______________________________ Date __________
(16) Dean _______________________________ Date __________
(17) Credential Review Committee, if needed _______________________________ Date __________
(18) Vice President (if as exception or by Review Committee) _______________________________ Date __________

*Note to Department Head, Director, or other assigned reviewer: Degree title and completion date should be “circled” and relevant graduate courses should be “checked” on the accompanying transcripts.
This form on Human Resources letterhead
Will be returned to the department after the
Background check has been completed.

This is to advise the __________________________ that the University
(Department)
Personnel Office has conducted a background check on __________________________
(Applicant’s Name)
and this document will be placed in the appropriate affirmative action and/or
employment file.

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Human Resources Representative __________________________ Date ________________