

## **Equal Opportunity Compliance (EOC)/Affirmative Action Appointment Checklist of Required Attachments for a National Search**

### 1. Advertisements

Number of ads – at least two (2)\*

Attach copies of all ads with dates of publication and journal titles (or website addresses) visible. You'll want to take screen shots of online ads or download them from the site as soon as they're posted, even if it's well before the position is filled, to ensure you have it on file and ready to attach to the EOC form when the time comes. The text of the ads should be the same on all sites and print publications.

*\*does not include the ad in Faculty Postings of People Admin.*

### 2. Additional Outreach

The purpose of *Additional Outreach* is to document more direct efforts, especially related to recruiting underrepresented candidates such as minorities, women and veterans.

Attach a list of universities, schools, departments, professional societies or individuals contacted via email, listserv, letter or announcement and a sample of the letter or other form of communication used to contact them.

A paragraph explaining the nature of more personal outreach, if done, for example, "Prof. So-and-So called several colleagues at Brown Univ" is also acceptable and should be attached (or added as a comment directly to the form). *The important thing is to show who was contacted, by whom, and that a strong message on the desirability of recruiting underrepresented candidates is evident.*

### 3. Candidate's CV (current date)

### 4. Additional CVs, if applicable

Attach the CVs of the two (2) most qualified minority and the two (2) most qualified women considered (if the selected candidate is neither).

### 5. Small Pool, if applicable

Attach a memo (or make a comment directly to the form) explaining an extremely small pool of applicants (less than 5).

<http://provost.upenn.edu/faculty/administrators/aa-guidelines>