

**THE UNIVERSITY OF TENNESSEE
KNOXVILLE CAMPUS
REQUEST TO MAKE AN OFFER**

| | | | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|-------------------|
| <u>Regular Full-time</u> | <u>Regular Part-time</u> | <u>Temporary Full-time</u> | <u>Temporary Part-time</u> | <u>If Temporary, Expected Duration</u> | <u>Soft Money</u> |
| Faculty <input type="checkbox"/> | Faculty <input type="checkbox"/> | Faculty <input type="checkbox"/> | Faculty <input type="checkbox"/> | Number of Months _____ | Yes |
| Staff Exempt <input type="checkbox"/> | Staff Exempt <input type="checkbox"/> | Staff Exempt <input type="checkbox"/> | Staff Exempt <input type="checkbox"/> | | No |

Department: _____ Job Class Title: _____
 Proposed effective date of appointment: _____ Position Number: _____ AA File Number: _____

Proposed Employee

Name: _____
 Race: White: _____ Black: _____ Other Minority: _____ Unknown: _____
 Gender: Male: _____ Female: _____ Unknown: _____
 Veteran Status: Not a Veteran _____ Vietnam Era Veteran _____ Other Eligible Veteran _____ Unknown _____

- 1) Dates of approval by OED: _____ Departmental Contact Person, Phone, & Email: _____
 Request to Search form: _____ Narrative Summary form: _____
- 2) Number of candidates who completed the Equal Employment Self-Identification form: _____
- 3) Candidate Pool:

| | GENDER | | | RACE | | | | VETERAN STATUS | | | | |
|----------------|--------|------|--------|---------|-------|-------|----------------|----------------|-----------|-------------|---------|----------------|
| | Total | Male | Female | Unknown | White | Black | Other Minority | Unknown | Not a Vet | Vietnam Era | Unknown | Other Eligible |
| Candidates | | | | | | | | | | | | |
| Interviews | | | | | | | | | | | | |
| Proposed Offer | | | | | | | | | | | | |

(Information should match information contained in Narrative Summary)

- 4) If self-identified minority, female, or veteran candidates were interviewed, but are not being offered the position, please explain the reason (attach additional sheets if necessary):

- 5) If the position is proposed to be offered to an internal candidate for whom the post would represent a promotion, please indicate his/her previous department, job class title and number:

| | | | |
|--|------------|---|------------|
| A.) _____ Requested by: Department Head (Signature) | _____ Date | C.) _____ Approved by: Chancellor / Vice President (Signature) | _____ Date |
| _____ Department Head Name (Print or Type) | | _____ Chancellor / Vice President Name (Print or Type) | |
| B.) _____ Approved by: Dean or Director (Signature) | _____ Date | D.) _____ Reviewed by: Office of Equity and Diversity | _____ Date |
| _____ Dean or Director Name (Print or Type) | | | |

After offer is accepted: OED Copy