

**THE UNIVERSITY OF TENNESSEE KNOXVILLE
CAMPUS REQUEST TO MAKE OFFER
FACULTY AND OTHER ACADEMIC POSITIONS**

Department: _____ Contact Person, Phone, & Email: _____

Job Class Title: _____

Proposed effective date of Appointment: _____ Position Number: _____ AA File Number: _____

Proposed Employee

Name: _____

Gender: **Male** **Female** **Unknown**

Race: **Caucasian** **Black/African American** **Hispanic** **American Indian/Alaskan Native**
 Asian **Hawaiin Pacific Islander** **Other/two or more** **Unknown**

Date of approvals by OED

Request to Search form: _____

Narrative Summary form: _____

Number of candidates who completed the Equal Employment Self-Identification form at the time of approval of the Narrative Summary or as an addendum to the Narrative Summary: _____

Candidate Pool Information

FOR OED USE ONLY

	GENDER				RACE/ETHNICITY								VETERAN AND OR DISABILITY STATUS				
	Total	Male	Female	Unknown	Caucasian	Black/ African American	Latino/ Hispanic	American Indian/Alaskan Native	Asian	*HPI	Other/2 or more	Unknown	Not a Vet	Viet Era	Other Vet	Unknown	Disabled
Candidate																	
Interviews																	
Proposed																	

***Hawaiian Pacific Islander**

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

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

Approved by: Department Head Date

Approved by: Chancellor/Provost/Vice President Date

Department Head Name (Print or Type)

Chancellor/Provost/Vice President Name (Print or Type)

Approved by: Dean or Director Date

Reviewed by: Office of Equity and Diversity Date

Dean or Director Name (Print or Type)