



ACCESS AND COMPLIANCE

Narrative Summary Form for Executive Administrative Positions

(Vice Chancellor, Assistant/Associate Vice Chancellor, Dean, Assistant/Associate/Executive Dean, Executive Director, Chair)

The Narrative Summary Form must be completed and approved **before** candidates may be invited for on-campus interviews. The Narrative Summary documents the methods and actions taken to advertise the position, recruit applicants, and select the Principal and Alternate (Secondary) candidate pools.

This documentation is required to show that all appropriate equal employment opportunity and affirmative action initiatives have been taken. This form must be completed and submitted for approval by the appropriate signatory authorities. Upon completion of the form, the Department Head/Director or Search Committee Chair signs and then should submit the original copy and all attachments to the Hiring Official. Once signed by both, OAC will then receive and sign the form last, before forwarding it to the Department if approved. OAC will communicate with the department as necessary during the process. Departments may contact candidates to schedule interviews upon notification of the approved form.

Questions regarding this form should be directed to OAC at 901-448-2112. Departments may also consult the UT Search Procedures Manual.

Date: _____

Submitted by: _____

I. SEARCH INFORMATION

Department/College: _____

Position Name: _____

Position Number(s): _____

Taleo Requisition Number: _____

External or Internal Search: _____

Date of Search Committee Charge Meeting with OAC: _____

II. SEARCH COMMITTEE COMPOSITION

Search Committee Chairperson: _____

Search Committee Members: _____

III. RECRUITING/ ADVERTISING EFFORTS

Attach additional documentation as needed for this section.

Taleo Posting Date: _____

Publications

List of publications in which the vacancy was advertised, dates of advertisement, and number of recruited candidates as a result. *Internal Searches: input N/A*

Publication	Dates of Advertisement	# of Recruited Applicants
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organizations

List of professional organizations, committees, websites, e-mail lists, mass mailings, and referral sources with which vacancy was listed and dates of listings or mailings. *Internal Searches: input N/A*

Organization	Dates of Advertisement	# of Recruited Applicants
_____	_____	_____
_____	_____	_____
_____	_____	_____

Extraordinary Efforts

Please describe any extraordinary efforts made by the committee to contact and encourage applications from qualified women and minority candidates. (Attach additional sheets as needed)

IV. Please list Primary and Secondary candidates.

Primary Candidates

Secondary Candidates

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: If no women and/or minorities have been selected for the primary or secondary pool, the strengths and weaknesses of each female and/or minority applicant should also be attached.

V. Checklist of Attachments

- Complete Applicant List showing EEO/AA Self-Identification Information requested from OAC.

<u>Name</u>	<u>Gender</u>	<u>Race/Ethnicity</u>	<u>Vietnam Era Veteran</u>	<u>Other Eligible Vet</u>	<u>Principal/Alternate</u>	<u>Internal/External</u>
Jane Arms	F	B	Unknown	Unknown	P	I
John Brown	M	W	No	No	A	E
Jack Doe	M	W	Yes	No		E

Note: If no women and/or minorities have been selected for the primary or secondary pool, the strengths and weaknesses of each female and/or minority applicant should also be attached.

- Copies of the CVs and Resumes of all Primary and Secondary Pool Candidates.
- Strength and Weakness Statements of all Primary and Secondary Pool Candidates.

VI. Required Signatures

This document has been reviewed and approved by all appropriate signatories in the review/approval process:

A) Requested by:

Department Head or Search Committee Chair (Name- Print or Type)

Department Head or Search Committee Chair (Signature) Date

B) Approved by:

Hiring Official (Name- Print or Type)

Hiring Official (Signature) Date

C) Office of Access and Compliance Approval:

Associate Vice Chancellor for Access and Compliance (Name- Print or Type)

Associate Vice Chancellor for Access and Compliance (Signature) Date