

ATTACHMENT I

Faculty Compliance Report (request for approval to make verbal offer)

**Appalachian State University
Office of Human Resources**

Form 3

This form is to be used for each recommendation for each Faculty appointment. Copies of this Compliance Report are routed to the chairperson/director, dean (if applicable), Human Resources and vice chancellor (or chancellor). Please note that the position is not to be offered until the applicable administrator receives her/his copy, which has been signed by all the appropriate persons. Attach additional pages, if necessary.

Department Name:

Position Number

Position Title:

Salary:

Final Statistical Description of Applicant Pool (*email request to: employment@appstate.edu) in Office of Human Resources for this information):

Total number of applications received:

Total number of candidates interviewed:

	White	Black/ African American	Hispanic/ Latino	Asian	American Indian / Alaskan Native	Native Hawaiian / Other Pacific Islander	Two or More Races	Un- known	Total
Males									
Females									
Sex unknown									
Totals of all applicants									

Candidate Recommended: (Please provide a short paragraph in support of the recommendation for hire and list the rationale for recommending this candidate.)

Name:

Short Paragraph:

Description of other candidates interviewed:

Date	Applicant's Name

ALL new hires must complete an I-9 form.

Search Committee Chair _____ Date _____

Approved by:

1. Dept. Chair/Director _____ Date _____
2. Dean (if applicable) _____ Date _____
3. Human Resources _____ Date _____
4. Vice Chancellor or designee _____ Date _____

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