

## 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 Title:

Position Number  
Salary:

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Final Statistical Description of Applicant Pool (\*email request to: [employment@appstate.edu](mailto: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									

	Identified Disability	Identified Veteran Status
Males		
Females		
TOTAL		

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

Name:
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Short Paragraph:

Description of other candidates interviewed:

Date	Applicant's Name

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**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 \_\_\_\_\_

**Appalachian State University**  
**A member institution of The University of North Carolina**  
**An Affirmative Action/Equal Opportunity Employer**

09/2018