MEMORANDUM

TO: Office of Equity and Diversity

FROM: ________________

DATE: ____________

RE: EEO Certification for: Job Opening # _____
    Faculty Rank: ____________
    College: ________________
    Department: ________________

This is to advise you that the Dean’s Office has completed its EEO review of the above referenced search. To the best of our ability and in accordance with our affirmative action obligations, our EEO review ensures that all applicants, including minority group members, veterans, and women have received full and fair consideration. Pursuantly, the attached Request to Interview form is being forwarded for your approval.

The following is a summary of the applicant pool:

_____ # of known or self-identified women
_____ # of known or self-identified minorities
_____ # of known or self-identified veterans
_____ # of known or self-identified individuals with disabilities

List the number of individuals from these groups being forwarded for further consideration

_____ Women  _____ Minorities  _____ Veterans  _____ Individuals with disabilities

Please provide a brief explanation why applicants from the groups listed above were not competitive, if applicable?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

______________________________                        ______________________________
Certified by Dean/Associate Dean                                   Date