FACULTY PRE-RECRUITMENT FORM

This form is to be approved in advance of recruitment for all full-time and part-time USC faculty positions. USC does not discriminate against qualified applicants or employees based upon any protected group status, including but not limited to race, color, creed, religion, sex, national origin, ancestry, age, marital status, veterans status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

Date ______________________

Department Name: ________________________________

Title of Open Position: ________________________________

Tenured □ Tenure-Track □ Non-Tenure-track □ Full-time □ Part-time □

1) How will the availability of this opening be publicly announced? Please check one or more methods:

☐ advertisement in the journals usual for the discipline. (Retain copies on file.) In accordance with federal law, all recruiting advertisements must state: "USC is an EO/AA employer."

☐ posting through www.usc.edu/jobs

☐ other (please describe)

2) All individuals who recruit faculty members on your department's behalf must observe the policies of the University and the school regarding equal opportunity and affirmative action. Pro-active search strategies can assist in identifying a qualified and diverse pool of candidates. Please confirm by checking that:

☐ The search committee (or the individual doing hiring, if no committee is used) has been provided with copies of the Provost's memorandum, "Casting the Net Widely."

☐ The search committee (or the individual doing hiring, if no committee is used) has been provided with copies of the School's current policy on equal opportunity, implementing the Provost's memorandum.

☐ The search committee is diverse, including by gender and ethnicity.

☐ A senior faculty member of the search committee (if a committee is used) has been designated as liaison to the Provost's office to promote equal opportunity in the conduct of the search.

3) If the school has not already done so this academic year, please attach a copy of current School policy on equal opportunity in faculty hiring.

4) Contact information for the Provost's liaison (or individual doing hiring in absence of a committee.)

Name ____________________________________________

campus phone ________________________________

email ________________________________________

(If applicable) Division Chief ____________________________ Date

Department Chair ________________________________ Date

Dean __________________________________________ Date

(For full-time positions) Provost (or designee) __________________________ Date