



# MONTCLAIR STATE UNIVERSITY

MONTCLAIR, NEW JERSEY 07043

## AFFIRMATIVE ACTION REPORT FOR ELECTION OF DEPARTMENT CHAIRPERSONS

TO: Dean of School

JOB TITLE DEPARTMENT CHAIRPERSON  
DEPARTMENT \_\_\_\_\_ COLLEGE/SCHOOL \_\_\_\_\_

### COMPOSITION OF PERSONNEL ADVISORY COMMITTEE

<u>Name</u>	<u>Gender</u>	<u>Ethnic Identification*</u>

\* For this purpose, use the broad category of White, Black, Hispanic, American Indian/Alaskan Native, Asian/Pacific Islander. (These groups, other than "White," and women are defined by the Department of Labor and the EEOC as protected classes).

DATE VACANCY NOTICE SENT TO HUMAN RESOURCES OFFICE \_\_\_\_\_ FINAL DATE TO APPLY \_\_\_\_\_

TOTAL NUMBER OF FACULTY ELIGIBLE TO VOTE \_\_\_\_\_

TOTAL NUMBER OF FACULTY CASTING VOTE \_\_\_\_\_

Were criteria for selection determined prior to the election and applied objectively to all applicants/nominees? \_\_\_\_\_ YES \_\_\_\_\_ NO

### SUMMARY OF APPLICANTS/NOMINEES

<u>Name**</u>	<u>Ethnicity and Gender</u>						<u>Nominated by ***</u>				
	<u>White</u>		<u>Black</u>		<u>Hisp.</u>			<u>N Amer.</u>		<u>Asian/PI</u>	
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	

**(Use Reverse Side If More Space Needed)**

\*\*Designate Incumbent by "A" and Chairperson-Elect by "B".  
\*\*\*Indicate PAC, Self-Nomination. If Other, describe.

Date: \_\_\_\_\_ Signature: Chairperson/Personnel Advisory Committee

- c: President
- Vice President for Academic Affairs
- Director, Equal Opportunity/Affirmative Action & Diversity

**TO:**

**FROM:** Barbara J. Milton  
Director, Equal Opportunity/Affirmative Action & Diversity

**DATE:**

**RE: ELECTION OF DEPARTMENT CHAIRPERSON**

---

I have received from Human Resources the Position Announcement for the above vacancy which has been posted on campus.

Please refer to the Affirmative Action Guidelines for Election of Department Chairperson, copy enclosed, and note that we require **one** special report, form also enclosed, after the election takes place.

You will note that the special report should be sent to the dean with copies to those listed at the bottom of the form. You are responsible for this distribution. Thank you for your cooperation in sending the EO/AAO a copy of this special report.

Please feel free to call me if you have any questions on the procedures.

BJM:kp

Enclosures