

File #: _____

ATTACHMENT 4
THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
FACULTY RECRUITMENT REPORT

School: _____ Department: _____

Job Title for which report is filed: _____

Duties and responsibilities: _____

Requirements: _____

Methods used to establish applicant pool: _____

Explanation of recruiting process: _____

Individuals participating in recruitment effort: _____

Name of person employed for this position: _____

Address: _____

Start Date: _____ Sex: _____ Race: _____

(Use code on next page)

Statement of factors leading to choice of person employed : _____

Please list on next page name, sex, and race of qualified applicants considered for this position. In addition, provide a statement of factors leading to rejection of each of the other qualified applicants on a separate sheet.

The Equal Employment Opportunity Policy of the University of Texas Health Science Center at San Antonio was followed in this recruitment effort.

Department Chairperson or
Search Committee Chair

Date

Executive Director
Academic, Faculty and Student
Ombudsperson and ADA Compliance Office

Date

Dean

Date

Routing of Form: Department Chair to Dean to Academic, Faculty and Student Ombudsperson and ADA Compliance Office to Dean (with Faculty Appointment Packet).
From Dean to Academic, Faculty and Student Ombudsperson and ADA Compliance Office (Faculty Recruitment Report Documents Only).

ATTACHMENT 4 (Page 3)
THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
FACULTY RECRUITMENT REPORT

Below, please provide a statement of factors leading to rejection of each of the other qualified applicants.