

**WEST CHESTER UNIVERSITY SOCIAL EQUITY
EMERGENCY HIRE COMPLIANCE REPORT**

(To be completed for each Emergency Hire Faculty Appointment)

Position/Search#:

School – College:

Department:

Reason for Emergency Hire:

Name of Recommended Candidate:

ATTACH C.V. OF RECOMMENDED CANDIDATE WITH THIS FORM

1. How many individuals were considered for the emergency appointment: _____
2. How did you generate the pool of individuals identified in question #1:
3. With regard to the recommended candidate, please check all that apply
 - a. ____ Has PhD or masters in discipline
 - b. ____ Has previous experience teaching the course or within the discipline
 - c. ____ Has professional experience in course topic
4. Indicate which areas of professional responsibility were considered in the selection of the recommended candidate (if any area is not selected, please write a brief rationale):
 - a. ____ Teaching: _____
 - b. ____ Research: _____
 - c. ____ Service: _____
5. For those areas selected in question #4, how does the recommended candidate rank in each of the areas of professional responsibility when compared to the other candidates identified in question #1 (circle one in each area):

a. Teaching:	Highly qualified	Well qualified	Qualified	Not qualified
b. Research:	Highly qualified	Well qualified	Qualified	Not qualified
c. Service:	Highly qualified	Well qualified	Qualified	Not qualified
6. If the recommended candidate is rated as not qualified in any of the areas identified in question #4, please provide a rationale:

FOR RECOMMENDED CANDIDATE

FULL TIME: _____ ADJUNCT (PART-TIME): _____

DATE POSITION BEGINS: _____

DATE POSITION ENDS: _____

Department or Search Committee Chairperson

Date

Director of Social Equity or designee

Date

FOR SOCIAL EQUITY USE ONLY:

Rationale for Non-Selection on file: ☐ YES / NO ☐ _____ Date submitted: _____

Demographics of RECOMMENDED CANDIDATE

MAN WOMAN	Under 30 30-39 40-49 49-50 50-59 Over 60	WHITE (Non- Hispanic)	BLACK (Non- Hispanic)	LATINO/ HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	UNKNOWN

REVISED 11/2015