

**Affirmative Action Form for Research Appointments**

**SEARCH PROCEDURE**

Please include a description of the steps taken to identify women and minority candidates as well as a copy of the ad. Ad copies and descriptions of search processes should be uploaded directly in Aurora with the appointment materials as appointments can not be finalized without this information. If no search was conducted please indicate the need for an exception of this requirement. Exceptions will **only** be granted if the candidate meets one of the criteria outlined below. This form is not required if the position is posted in ARleS as you can download the ARleS EEO Report. Please contact your Assistant Dean for more information.

| Name of Applicant | Gender | Hispanic /Latino? (Y/N) | Race (Can enter more than one) | Protected Veteran (Y/N) | Disability (Y/N) | Interviewed by PI via phone or e-mail? (Y/N) | Interviewed by PI in person? (Y/N) | Reviewed by PI? (Y/N) | Names of PI or other Harvard selectors | Hired (Y/N) | Date of Offer | Appt Start Date | Recommendation letters submitted? (Y/N) | Reason Not Hired (see list below) |
|-------------------|--------|-------------------------|--------------------------------|-------------------------|------------------|--|------------------------------------|-----------------------|--|-------------|---------------|-----------------|---|-----------------------------------|
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**Search exemption criteria:**

1. The appointment is paid through a fellowship awarded directly to the researcher. Please refer to the Appointment Handbook for further information <https://academic-appointments.fas.harvard.edu/c-postdoctoral-fellows>.
2. Non-renewable research appointments, limited to one year.
3. The appointee has moved to Harvard as part of an ongoing research team under supervision of a newly-appointed ladder or senior faculty member.
4. The appointee is being transferred from unpaid to paid when there is a temporary need to prevent the interruption of research due to lapses in outside funding.
5. No search is required when appointment to Research Associate rank is a promotion from an employee postdoc position.
6. An individual continuing research that was conducted as a graduate student.

**Race Identification Key:**

1. White
2. Black or African American
3. Asian
4. American Indian or Alaska Native
5. Native Hawaiian or Other Pacific Islander

**NOTE:** Foreign national citizenship status is distinct from race. Assign race to each applicant.

**Reason not hired:**

1. Did not submit complete application.
2. Did not submit timely application.
3. Withdrew from consideration.
4. Applied after position was filled.
5. Lacks basic qualifications.
6. Ineligible for hire.
7. Declined Offer
8. Subject area less relevant to position.
9. Work experience less relevant.
10. Quality of work submitted not sufficient.
11. Quality of reference(s) not sufficient.
12. Less experienced than other candidates.
13. Not best qualified (use only for finalists).

Signature of hiring officer: \_\_\_\_\_