

This form is to be completed for faculty, limited or academic staff hires if, 1) underutilization exists in the position or job group being filled, and 2) an underutilized protected group member was not recommended. Please note: for faculty positions, Dean's signature is also required.

PI/Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Department or Unit: \_\_\_\_\_ UDDS: \_\_\_\_\_

Secondary Dept: \_\_\_\_\_ Secondary UDDS: \_\_\_\_\_

Title of Position: \_\_\_\_\_

Name of Candidate Recommended for Hire: \_\_\_\_\_

Racial/Ethnic Identification: \_\_\_\_\_ F: \_\_\_\_\_ M: \_\_\_\_\_ Start Date: \_\_\_\_\_  
(May be determined by visual inspection – DO NOT ask individual)

Section A: (To completed and signed by the person or chair of the committee making the hiring recommendation or decision **and** the department chair/unit head)

If an underutilized protected group member was **not** recommended for the position, *explain why this candidate is recommended*. Please be specific and provide details. (Attach additional sheet if more space is required.)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR FACULTY HIRES ONLY**

**SECTION B:** (In addition to Section A, Section B must be signed by the Dean for faculty positions.)

This offer is approved:

Signature: \_\_\_\_\_