

EQUAL EMPLOYMENT AND RECRUITMENT

The following procedures have been established to implement the Vassar College Affirmative Action Policy as stated above.

1. Before the search for a candidate is begun, a job description should be prepared, clearly stating the credentials and skills required for the position to be filled.

All applicants for the position must be uniformly evaluated in terms of this description. Only if it is found that no satisfactory applicants are meeting the job requirements as specified may the description be changed. In such cases a new search is initiated.

2. All positions must be advertised, except in special cases approved by the Faculty Director of Affirmative Action. The text of an advertisement, together with a copy of the job description must be sent over to the Office of the Dean of the Faculty. After being checked for accuracy in the particulars of the position, the description and advertisement will be sent to the Faculty Director of Affirmative Action for approval. Departments and programs are asked to suggest where an advertisement ought to be placed, but it is the responsibility of the Faculty Director of Affirmative Action to see that a position is advertised as fully as required. The extent of advertising will depend on upon the nature of the position. A part-time position will be less extensively advertised than a full-time one, a substitute position less fully than a replacement or a new position.

3. Response to an advertisement will go directly to the department or program. It is the responsibility of the department or program to keep an accurate tally of responses and to send this along with a statement of the action taken (interviews, applicants brought to campus, recommendations and appointments made) to the Faculty Director of Affirmative Action before a position is filled.

4. In seeking candidates to fill appointments, departments should not limit themselves to advertising. They must make an effort to publicize their requirements through professional associations, university departments, and other sources of information on available women and minority group members. Advertising and all other

communications seeking candidates must include the explicit statement that the College is an equal opportunity/affirmative action employer.

The Faculty Director of Affirmative Action will provide a list of organizations and individuals that chairs and directors can contact in their search for minority and women candidates.

5. Before making recommendations for appointment, departments must be able to state that established criteria have been applied comparatively to all candidates. Such criteria should include:

- a) Qualifications for the specific position
- b) Quality of the records of candidates as student and teacher.
- c) Nature of letters of recommendation, including evaluation of the judgment of the writers
- d) Estimates of ability and of suitability for the position at Vassar by departments, students, FASC, etc.

Before any recommendation for appointment is made, departments must demonstrate to the satisfaction of the Dean of the Faculty that they have followed in letter and spirit these search and evaluation procedures. If the recommended applicant is neither a woman nor a member of a minority group, the department must demonstrate that there is no equally qualified member of these groups available to it.

6. Each department must maintain records to indicate the number of candidates screened and the number of candidates interviewed, including the number of women and members of minority groups at each stage, for each appointment. Data on all candidates, those not hired as well as those who are hired, must be kept on file in the department and should include the application, the letters of recommendation, the evaluations made by departments students, FASC, etc. Records should be sure to show the individual's name, the rank discussed, the date of interviewing, the sex and race, and the source of the referral for each person seriously considered.