Clark University embraces equal opportunity and affirmative action as core values: we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. This commitment applies to every aspect of education, services, and employment policies and practices at Clark. Our commitment to diversity informs our efforts in recruitment, hiring and retention. All positions at Clark share in the responsibility for building a community that values diversity and the uniqueness of others by exhibiting integrity and respect in interacting with all members of the Clark community to create an atmosphere of fairness and belonging. We strongly encourage members from historically underrepresented communities, inclusive of all women, to apply.

This form must be completed and submitted to the Office of Human Resources prior to any offer being extended to a finalist.

Department: _______________________________

Position Number & Title: __________________________

If Faculty: Tenure-Track or Visiting
(Circle one)

Name of Finalist: ______________________________

Finalist Contact Information: Phone: ______________ E-mail: ______________________________

Expected starting date: ______________ Proposed starting Rate/Salary: __________________________

Finalist met with a representative from the Office of Human Resources when they visited campus?
Yes_____ No____ If No, does your finalist need additional outreach from Human Resources?

State briefly the rationale for selection of the finalist.

Search Committee Chair: _______________________________ Date: ______________

Provost/Vice President: _______________________________ Date: ______________

Office of Human Resources: _______________________________ Date: ______________