

FACULTY RECRUITMENT CONFIRMATION STATEMENT

EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

The University of Maryland, Baltimore (UMB) is committed to a culture that is enriched by diversity, in the broadest sense. As an Equal Opportunity/Affirmative Action employer and educational institution, UMB does not discriminate on the basis of race, color, religion, age, ancestry, national origin, gender, sexual orientation, physical or mental disability, gender identity or expression, marital status or veteran's status in recruitment, hiring, compensation, training or promotion of employees and applicants for employment at all job levels.

SEARCH COMMITTEES

Unless there are compelling reasons to do otherwise, UMB requires a search for all tenured, tenure track and non-tenure track positions at the level of Assistant Professor or above. See [UMB Policy on Appointment, Rank and Tenure of Faculty](#) and [UMB Policy on Waivers of Formal Search Requirements for Faculty Appointments](#).

Search committees should be comprised of individuals who have working knowledge of the position to be filled and represent a spectrum of diverse viewpoints, backgrounds, and experiences.

SEARCH COMMITTEE CHAIR

The Chair is responsible for ensuring a legally compliant search which includes:

1. Reviewing the Faculty Recruitment Packet created in the Office of Accountability and Compliance;
2. Ensuring that all search committee members have read and adhere to the document "[Legally Compliant Interview Practices](#)";
3. Ensuring a thorough effort has been made to seek qualified female, minority, protected veteran and/or disabled applicants;
4. Overseeing the selection of the best qualified applicant; and
5. Ensuring that each applicant's confidentiality is maintained.

SEARCH COMMITTEE REPORTING

All selected candidates must have a completed application in Taleo. Candidates who are not selected, must receive a disposition code in Taleo. This confirmation statement is to be included in the appointment packet and/or recruitment file. All recruitment files must be retained for 3 years after the selected candidate starts their employment.

Selected candidate _____

Taleo Requisition Number _____ FRIS Number (SOM only) _____

School _____ Department _____ Date of Appt. _____

Academic Rank _____ Tenured _____ Tenure Track _____ Non-Tenure Track _____

	Name	Race Number(s)	Sex
Chair			
Member			
Member			
Member			
Member			
Member			
Member			

1 - White – (Not Hispanic or Latino)

2 - Black or African-American (Not Hispanic or Latino)

3 - Hispanic or Latino

4 - Asian (Not Hispanic or Latino)

5 - American Indian or Alaska Native – (Not Hispanic or Latino)

6 - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

7 - Two or more

0 – Unknown

M - Male

F - Female

SEARCH COMMITTEE CONFIRMATION STATEMENT

As Search Committee Chair, I confirm that to the best of my ability, I managed a fair and open recruitment for the above named position. I held the committee members to the highest level of professionalism and compliance in accordance with all policies, guidelines and laws; and maintained the confidentiality of the applicants.

Search Committee Chair

Date