

Academic Search & Recruiting

Quick Start Guide: Affirmative Action Clearance and EEO Note

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Quick Start Guide - Affirmative Action Clearance and EEO Notes for Standard Searches

- A. In order for a **standard (non waiver)** employment posting to receive automatic affirmative action clearance, *all* of the following conditions must be met:
- All employment postings in Academic Search and Recruiting (ASR) must be open for a **minimum of thirty (30) complete calendar days** but **no more than three hundred sixty-five (365) days**. Affirmative action clearance will not work for employment postings older than three hundred sixty-five (365) days.
 - Each employment posting must be advertised on at **least two additional sites for a minimum of thirty (30) days**. The start date of the external advertisements should closely align with the open date of the employment position on Careers at Columbia. Please do not submit for affirmative action clearance prior to the employment posting being an active recruitment on your external advertisement sites for thirty (30) full calendar days.
 - For the Lamont-Doherty Earth Observatory, Manhattanville and Morningside campuses there must be a minimum of five (5) applicants in the applicant pool. For Columbia University Irving Medical Center, there must be a minimum of three (3) applicants in the applicant pool.
 - **At least one evaluator (search committee member)** must be attached to the employment posting. **At least one committee manager (department administrator)** must be attached to the employment posting. A best practice would be to list at least one evaluator at the time the employment opening is created and add any remaining committee members *before* identifying a selectee. If the entire search committee is known at the time of the employment post being created, please list all evaluators (search committee members). Note: An evaluator is someone who is a voting member of the search committee, this is not an administrative role. Please only list voting search committee members in the evaluator section. Prior to submitting a selectee for affirmative action clearance please ensure all search committee members are listed; this is important for compliance reporting, auditing and data verification purposes.
- B. When all of the preceding conditions are met and the search committee has interviewed applicants and determined who the selectee(s) are:
1. Go to the position list, select the appropriate position
 2. Go to the applicant list
 3. Choose the appropriate “selectee” applicant status for all candidates that you would like to receive affirmative action clearance.
 - a. If this is an Open Rank position, please use the **“Selectee” option that has the appropriate rank for each selectee**. For example, “Selectee - Associate Professor,” “Selectee - Senior Research Scientist,” “Selectee - Clinical Series Three,” etc.
 - b. If the employment title of the selectee will be the same as the position title of the posting, please choose the **general “Selectee” option**.

Each day at 10:00 a.m., 4:00 p.m. and 12 midnight; ASR will be scanned to see if any new candidates have been identified as a “Selectee.” As long as all of the initial conditions listed in Part A and B are met, the Selectee(s) will receive affirmative action clearance.

C. When affirmative action clearance is received the system will change the selectees’ status to “AA Search Cleared” and place an EEO Note on Position (located in the Positions list) The EEO Note will contain the selectees’: First Name, Last Name, Affirmative Action Clearance Date, Posting Number (Job Requisition Number), Position Title and Hiring Unit that the selectee was cleared to assume. Each selectee will have the preceding information listed in the EEO Note.

- The EEO Note will be saved on the employment posting. Everytime a new selectee receives affirmative action clearance, an additional EEO Note will be added. The Committee Manager for the employment posting will receive an email containing the same information in the EEO Note each time a selectee receives affirmative action clearance.
 - If you submit multiple selectees for clearance at the same time, please ensure that you select the appropriate “selectee” option for each candidate. Alternatively, you can also submit applicants to selectee at different times by moving the applicant to selectee as the search committee makes decisions.
- The information in the EEO Note will also be available in the Affirmative Action Clearance report. In addition to the preceding fields listed, the Affirmative Action Clearance Report will also contain the anticipated start and end dates (when applicable), officer type, school/entity, hiring unit, Posting ID (Job Requisition Number) and type of clearance (limited or continuous). The Office of Academic Appointments has access to this report and will confirm that the details match those provided to them by the department / hiring unit.

Sample EEO Note

Affirmative Action Clearance for Peyton Randolph.

Clearance Date: 04/06/2021. Posting Number: 10118. Title: Open Rank Professor of Engineering (Professor/Associate Professor/Assistant Professor). Unit: Industrial Engineering and Operations Research. Selectee Position: Assistant Professor. Approved by Wm Mcclanahan (System Administrator)

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Affirmative Action clearance helps ensure that Columbia University takes affirmative steps to advertise, recruit and hire a diverse workforce. It is important that each department commit to conducting equitable standard searches where the best qualified candidates are selected.

EOAA policy states that Affirmative Action clearance must occur before an offer letter can be provided to any candidate. **No selectee can receive an offer letter without first receiving Affirmative Action clearance.**

- Candidates must be in the applicant pool in order to be considered for that specific role. Candidates will not be added to standard search applicant pools to which they did not apply.
- Third party sites such as econjobs.com and mathjobs.com may be used but an employment posting must be created in Interfolio as well.
 - These applicants will have to apply twice; once on the third party site and once in ASR. The ASR application must include at least a CV. Third party applicants who do not also apply to the position in Academic Search are not eligible for hire.

***At this time waivers will be conducted in RAPS until late summer 2022. All waiver policies remain in place, but see the waiver policy for detailed instructions and updates. Waiver applicants must also receive Affirmative Action clearance prior to being given an offer letter.*