

Files will be maintained in the following manner:

(a) Inquiries (see Enclosure 3) will be filed for not less than six months in an active "pool" file. The inquirer will be informed in writing by the appropriate department that it will be the inquirer's responsibility to notify the department in June and January of his/her desire to remain in the pool. Departments are not required to purge active files on a six month basis, they may be kept active for indefinitely if desired. Where a department elects to retain files for periods longer than six months the notification requirements should be adjusted accordingly and the AA/EEO Office should be apprised. Departments should use best judgment when dealing with inquiries received just prior to a review period.

(b) Inquiries not updated following the review period will be forwarded to the AA/EEO office where they will be maintained as inactive for six months and then destroyed.

(c) Departments will also establish a file for applicants (see Enclosure 3) by position vacancy which will be maintained for a period of two years; three years in the case of a handicapped person.

(2) Written request for employment within a given department(s) or division(s) when no vacancy exists will be considered an inquiry. All inquiries will be acknowledged in writing (form letter, Enclosure 1, if desired) by the appropriate department(s) or division(s). Inquiries will be placed in an active file for not less than six months.

(3) At the end of each six month review (see 1-a) or upon announcing a position vacancy, whichever occurs first, inquiries will be placed in the inactive file for six months or given applicant status, whichever is appropriate. The inactive file will be maintained by the AA/EEO office. Inactive files should be forwarded to Mr. Wesley C. Wilson with a letter indicating the status of the position at time of review; i. e., no vacancy exists at this time and the enclosed inquiries have not responded.

(4) When a vacancy becomes available normal advertising efforts will take place. In addition, all inquiries on file that qualify for the position will be moved from the pool to applicant status. An inquiry that meets only the general aspects of a vacancy need not be considered qualified.

Example: A vacancy is announced in the language department for a professor of Latin; only those inquiries that specify an ability to teach Latin need be advanced to applicant status. All applicants, both those from the pool and those received as a result of advertising will be mailed the letter requesting compliance data (Enclosure 2). Supplies may be obtained on request from the AA/EEO office.

(5) All applications will be maintained by the department or division for a period of two years, three years for handicapped. The two or three year anniversary will be based on the date a candidate is formally appointed to the position.

(6) Upon selection of an individual a confidential summary of selection will be prepared and forwarded by the department or division head to the appropriate Dean, or Director of Personnel in the case of classified. An information copy will always be forwarded to the AA/EEO office for inclusion with compliance data and to ensure that the College and State vacancy listings are updated. The summary should include at least the following information:

(a) Name, rank, salary recommended.

(b) Enumerate all actions taken in seeking applicants for this position.

(c) Specify affirmative actions taken in seeking female and minority applicants for this position.

(d) Summarize sex and ethnic identity of applicants interviewed for this position.

(e) Considering all applicants interviewed for this position, discuss the reasons for your recommendation.

(f) Recommendations to attract women and minorities to similar positions in future recruiting efforts.

THE COLLEGE OF WILLIAM AND MARY  
WILLIAMSBURG, VIRGINIA 23185

Dear \_\_\_\_\_:

We appreciate your interest in the College of William and Mary and your desire to become a member of our staff. While there are no vacancies in your area of interest at this time, your name will be placed in an appropriate applicant pool.

Our applicant pool is maintained on a six month basis. If you desire to remain in the pool, it will be necessary for you to advise us in writing each June and January. As long as your name is in a current pool, you will automatically be considered as an applicant when an appropriate vacancy is available. If we do not hear from you at the times designated, your name will be removed from the active pool and placed in an inactive file.

William and Mary is an equal opportunity employer. Our applicant pool is a convenience to you and will not provide additional consideration over those persons who apply for a vacancy by responding to our formal advertising procedure.

COLLEGE OF WILLIAM AND MARY

FOUNDED IN 1693

WILLIAMSBURG, VIRGINIA

The College of William and Mary is an affirmative action/equal opportunity employer and in our attempt to comply with federal regulations we need to obtain certain information from you.

You need not sign this form and you may be assured that the information requested will in no way affect our consideration of your credentials for employment. The information you provide is privileged and will not be made available to any member of the department or search committee prior to the position being filled.

The completed form should be mailed to: Mr. Wesley C. Wilson, Assistant to the President for AA/EEO, The College of William and Mary, Williamsburg, Virginia 23185.

I am an applicant for the position of: \_\_\_\_\_

My sex is: \_\_\_\_\_ My age is: \_\_\_\_\_

My race or ethnic relation is: \_\_\_\_\_

I do not desire to provide the information requested.

Thank you for your cooperation.

Sincerely,



Wesley C. Wilson  
Assistant to the President  
for AA/EEO

# COMMONWEALTH of VIRGINIA

## COUNCIL OF HIGHER EDUCATION

10th Floor, 911 East Broad Street, Richmond, Virginia 23219

(804) 770-2143

NIEL E. MARVIN, JR.  
RECTOR

MEMORANDUM

September 22, 1975

TO: Affirmative Action Representatives

FROM: James A. McLean *James*  
Enrollment Coordinator

SUBJECT: Applicants for Employment

A sub-committee of Affirmative Action Representatives met on September 11, 1975. The purpose of the meeting was to discuss the establishment of institutional and state-wide mechanisms for determining the ethnic identification of applicants for employment in Virginia's state-supported institutions of higher education. The committee felt that, in order to develop basic guidelines for identifying applicants for employment, it was necessary to define what constitutes an application for employment.

The committee outlined Faculty and Classified Positions as the two basic categories of employment. Using these two categories, the following guidelines have been established:

### Faculty Inquiries for Employment

- 1) All vacancies will be well advertised both nationally and locally in those professional publications that circulate to a representative sample of the total professional population. Inquiries from persons responding in writing to an advertised position within the specified time limitations (replies must be mailed prior to cut-off date) will be considered by the institution to be bonafide applications for that position provided they meet the minimum advertised qualifications for the position. These applications will be retained for at least two years by the institution. Applications from handicapped persons will be retained for a minimum of three years.
- 2) Inquiries from persons submitting unsolicited requests for employment (where no vacancy exists) do not constitute applications. These inquiries are considered applications only when a vacancy occurs for which they can qualify. The unsolicited inquiry will be retained for a period of at least six months and will be considered as an application if any vacancy occurs for which the individual is qualified.

- 3) Faculty vacancies will be filled from the pool of applications identified in sections one and two above. Persons who meet the minimum qualifications for a position will be contacted and asked to supply ethnic data for the purpose of reporting to the Office For Civil Rights. This data will be obtained through written response.

Classified Inquiries for Employment

- 1) All persons who request employment will be asked to complete a "state personnel" form. This completed form will constitute an application for employment. These applications will be retained for two years.
- 2) Each institution will contact those persons completing a formal employment application in order to obtain racial data. This data will be in the form of a written response from the applicant.

The guidelines proposed above will be used as the broad state-wide mechanism for determining the race of persons seeking employment in Virginia's state-supported institutions of higher education. In order for this mechanism to work successfully on an institutional basis, it must be adopted for use by all departments throughout the institution. The more specific details of implementation will be determined and carried out by the individual institutions.

The committee's proposed recommendations (with modifications) will be submitted to the Office For Civil Rights as the mechanism established for identifying the race of applicants. Since the submission date for this material is early October 1975, please provide the committee with any reactions or concerns you may have no later than September 26, 1975. The members of the committee are:

Mr. Steve Moore, Virginia Commonwealth University  
Mr. Wesley Wilson, The College of William and Mary  
Miss Patricia White, The College of William and Mary  
Mr. Bill Goodykoontz, Virginia Polytechnic Institute and State Univ.  
Mr. Ernest Crooker, Virginia Community College System

Your reply may be directed to Mr. James A. McLean, 10th floor, 911 E. Broad Street, or call at SCATS 369-3051.