

Harvard Medical School & Harvard School of Dental Medicine Affirmative Action Report for First Annual Appointments

To be completed by the appointing department for all first annual appointments, first appointments after a break in service of more than two years, or reappointments with change in title or location when there is a significant change of activity or level of responsibility. Only Section # 1 is required for visiting appointments.

Appointee name:	Department:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
<p><u>1) Minority Classification</u> (as defined by the Department of Labor)</p> <p>Is the candidate Hispanic/Latino? A Hispanic or Latino person is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>In addition, select one or more of the following racial categories:</p> <p><input type="checkbox"/> An American Indian or Alaska Native person has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p><input type="checkbox"/> An Asian person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p><input type="checkbox"/> A Black or African American person has origins in any of the black racial groups of Africa.</p> <p><input type="checkbox"/> A Native Hawaiian or Other Pacific Islander person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> A White person has origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>		
<p><u>2) Search Procedures</u></p> <p><input type="checkbox"/> Internship Selection Committee <input type="checkbox"/> Departmental Search Committee <input type="checkbox"/> Training Program Steering Committee <input type="checkbox"/> Other (specify) _____</p>		
<p><u>3) Record Maintenance:</u> In order to meet Medical School/School of Dental Medicine/Affiliated Institution Affirmative Action requirements, it is important that you maintain in your department <i>for at least six years</i> a record of</p> <ul style="list-style-type: none"> • the names of people in your department who participated in the selection process (note which are women and minorities) • the name of each candidate including, where available, curriculum vitae, bibliography and data on race and sex • the process of consideration and specific comparison of leading candidates that led to selection • all selection, search or steering committee votes <p>The above records must be available in your department for review.</p>		
Departmental Signature:	Date:	

Attach this form to the HMS First Appointment-New Hire form and send to:
Harvard Medical School, 25 Shattuck St, OHR-Faculty Services, Room #150, Boston, MA 02115
(Fax#: 617-432-0714)