



OFFICE OF THE CAMPUS PROVOST AND EXECUTIVE VICE CHANCELLOR

200 Clark Kerr Hall, Santa Cruz, CA 95064-1078
Phone (831) 459-2058 • FAX (831) 459-2760

Dear Applicant:

Thank you for your interest in applying for a position at UC Santa Cruz. To assure full compliance with Federal Affirmative Action requirements, the University is required to collect and maintain data on the gender and ethnic composition of the applicant pool. The enclosed Applicant Data Form (ADF) provides us with data to evaluate the nature and extent of our applicant pool, the effectiveness of recruitment methods utilized, and to identify the primary sources for generating applications for advertised positions.

Because California's Proposition 209 made a specific exception for any affirmative action activities necessary to maintain eligibility for Federal contracts and because affirmative action regulations for Federal contractors require UCSC to maintain an affirmative action program for employment, we ask applicants for employment to complete the ADF. Please feel free to refer questions to the Equal Employment Opportunity/Affirmative Action Office (EEO/AA) at (831) 459-2349.

Providing this information is voluntary, but I urge you to complete it as it helps us assess our outreach and planning efforts. Please be assured that your information will be kept confidential and will not be a consideration in any decision about your candidacy for this position.

Please complete the form, using the Federal and State definitions listed on the reverse of this letter. Forward it in the enclosed return-addressed, postage-paid envelope as soon as you receive it.

I would like to take this opportunity to direct you to UCSC's annual security report. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by UCSC; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the UCSC Police Department at (831) 459-2231 or by accessing the following web site: <http://www2.ucsc.edu/police/reports.html>.

Thank you for your interest in UC Santa Cruz.

Sincerely,

David S. Klinger
Campus Provost and Executive Vice Chancellor

DEFINITIONS FOR AFFIRMATIVE ACTION DATA FORM

INSTRUCTIONS: Please use the following definitions to identify the appropriate category on the accompanying form. If two or more ethnic categories are applicable, choose the one category with which you most closely identify.

WHITE (not of Hispanic origin) – Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. (F) White (not of Hispanic origin)

BLACK (not of Hispanic origin) – Persons having origins in any of the Black racial groups of Africa. (A) Black/African-American (not of Hispanic origin)

ASIAN OR PACIFIC ISLANDER

(2) Chinese/Chinese-American – Persons having origins in any of the original peoples of China.

(B) Japanese/Japanese-American – Persons having origins in any of the original peoples of Japan.

(L) Filipino/Pilipino – Persons having origins in any of the original peoples of the Philippine Islands.

(R) Pakistani/East Indian – Persons having origins in any of the original peoples of the Indian sub-continent (e.g., India and Pakistan).

(X) Other Asian – Persons having origins in any of the original peoples of the Far East (including Korea), Southeast Asia, or the Pacific Islands (including Samoa), not included in any of the Asian categories listed above.

AMERICAN INDIAN or ALASKAN NATIVE – Persons having origins in any of the original American Indian peoples of North America, including Eskimos and Aleuts, or who maintain cultural identification through tribal affiliation or community recognition. (C) American Indian or Alaskan native.

HISPANIC (including Black individuals whose origins are Hispanic)

(E) Mexican/Mexican-American/Chicano – Persons of Mexican Culture or origin, regardless of race.

(5) Latin-American/Latino – Persons of Latin American (e.g., Central American, South American, Cuban, Puerto Rican) culture or origin, regardless of race.

(W) Other Spanish/Spanish-American – Persons of Spanish culture or origin, not included in any of the Hispanic categories listed above.

ACADEMIC APPLICANT DATA FORM

POSITION NUMBER: ~~XXX-XX~~

To assure full compliance with Federal and State Equal Opportunity and Affirmative Action requirements, the University is required to collect and maintain data on the composition of the applicant pool. This form provides us with data to evaluate the nature and extent of our applicant pool, the effectiveness of the recruitment methods utilized, and to identify the primary sources for generating applications for advertised positions. **This information may be submitted electronically at: http://www2.ucsc.edu/ahr/academic_employment/aa_cards/XXX-XX.htm**

PLEASE PRINT

Name: (Last, First)

Male

Female

PLEASE CHECK ONE CATEGORY ONLY: (If two or more ethnic categories are applicable, choose the one category with which you most closely identify.)

WHITE (not of Hispanic origin)

(F) White

BLACK/AFRICAN-AMERICAN (not of Hispanic origin)

(A) Black/African-American

HISPANIC (including Black individuals whose origins are Hispanic)

(E) Chicano/Mexican-American/Mexican

(5) Latino/Latin-American

(W) Other Spanish/Spanish-American

AMERICAN INDIAN or ALASKAN NATIVE

(C) American Indian or Alaskan Native

ASIAN or PACIFIC ISLANDER

(2) Chinese/Chinese-American

(B) Japanese/Japanese-American

(L) Filipino/Pilipino

(R) Pakistani/East Indian

(X) Other Asian

How did you hear about the position?

(1) CalJobs.ca.gov

(2) Chronicle of Higher Education

(3) Conference/Seminar/Workshop

(4) HERC

(5) HigherEdJobs.com

(6) Monterey.craigslist.org

(7) UCSC Alumni Association

(8) UCSC Employee

(9) UCSC Paper Flyer

(10) UCSC Web Site

(11) Professional Journal

(12) Other Print Ad (specify)

(13) Other Online Source (specify)

(14) Other (specify below)

Please specify sources here:

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves:

The principal purposes for requesting the information on this form is to comply with the following Federal requirements: (i) Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity of 1972; (ii) Revised Order No. 4 Affirmative Action Programs, issued pursuant to Executive Order 11246; (iii) the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; and (iv) Section 503 of the Rehabilitation Act of 1973.

The information supplied on this form is used for required aggregated workforce data reporting to the federal government and for the administration of campus equal employment opportunity/affirmative action and human resource programs. The information will be given to government agencies responsible for civil rights laws if these agencies request such information, or as otherwise required by law.

Furnishing the information requested on this form is voluntary. There is no penalty for not completing this form.

Individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President human resources and academic personnel offices.

The University offices responsible for maintaining the information contained on this form are the Equal Employment Opportunity/Affirmative Action Office, the Academic Personnel Office, and the Office of the President.