

INSTRUCTIONS FOR THE COMPLETION AND FILING OF THE UPF-1F

This form is designed to summarize data on the pool of applicants for faculty positions. An “applicant” is defined as any person who is recruited to be a candidate, or who presents himself or herself, or who is presented, in person or in writing, to the departmental hiring authority during the recruitment period.

This form must be filed for all faculty positions at or above the rank of assistant instructor regardless of source of funding, where the appointment is for a period of nine months or more, at half (50%) time or more.

This form need not be filed:

1. for the appointment of teaching assistants, graduate assistants, postdoctoral and other fellows, visiting faculty and coadjutant personnel;
2. when filling, on an emergency or temporary basis, a faculty position for a term less than nine months;
3. when reappointing faculty to the same position; or,
4. when reappointing grant-funded faculty to the same or different externally-funded position within the same unit.

Before an offer is made, either verbally or in writing, the following steps must be taken:

1. Complete all sections of the UPF-1F form, including the signature of the departmental hiring authority.
2. Attach a written explanation to the form if the AA/EEO Guidelines for Recruitment and Selection of Faculty were not followed and additional space is needed.
3. Attach copies of the vitae of the two most qualified applicants from each underutilized group, as well as the vita of the recommended candidate if your department has been identified as underutilizing minorities and/or women and if the recommended applicant is not from an underutilized group.
4. Send the completed form with attachments, if any, to the Dean or Director for review, approval, and signature.
5. Send the completed form with attachments, if any, to the Provost, in Newark and Camden, or the University Vice President for Academic Affairs, in New Brunswick. The Provost or University Vice President for Academic Affairs will review the procedural aspects of the recruitment process and will notify you whether or not to proceed.
6. Send the completed copy of this form to the Office of Employment Equity after the Provost or University Vice President for Academic Affairs has signed the form.
7. Keep a copy of this form in the department chairperson’s office for a period of two years along with all records and vitae accumulated in filling this position.

If the offer is declined, complete a UPF-1F for each subsequent recommended candidate with the name of the applicant(s) who declined in the space provided. Resubmit the form following the steps described above.

For additional information, contact:

Office of Employment Equity
ABS II – Cook Campus
732-932-3020, ext. 4030