

Mount Allison University  
Employment Equity Report Form

Copies of this form are to be submitted to the Dean and to the Mount Allison Faculty Association within two days of the search committee deciding on its recommendation(s) (Article 16.19 or 19.19).

**Part A: To be completed when the advertisement is drafted (Article 16.16 or 19.16)**

Department: \_\_\_\_\_ Type of Appointment:  Term  Probationary

Rank (as advertised): \_\_\_\_\_ Qualifications sought: \_\_\_\_\_

The number of faculty members expected to be in the department during the next academic year on a full-time basis, counting those who will be on leave but not counting leave replacements or those in temporary positions: a) \_\_\_\_\_

The number of males in the department who will be holding probationary or tenured appointments during the next academic year: b) \_\_\_\_\_

The number of females in the department who will be holding probationary or tenured appointments during the next academic year: c) \_\_\_\_\_

*If either b) or c) is 50% or more of a), there is an underrepresented gender. If there is an underrepresented gender, describe any methods used to encourage applications for this position from candidates of the underrepresented gender.*

---

---

---

**Part B: To be completed when the recommendation is made (Article 16.19 or 19.19)**

Number of qualified female applicants: \_\_\_\_\_ Number of qualified male applicants: \_\_\_\_\_

Number of females short-listed: \_\_\_\_\_ Number of males short-listed: \_\_\_\_\_

Number of females interviewed: \_\_\_\_\_ Number of males interviewed: \_\_\_\_\_

Gender of the first ranked candidate: \_\_\_\_\_

Indicate the qualifications that justify the committee's ranking: \_\_\_\_\_

---

---

Gender of the second ranked candidate:\_\_\_\_\_

Indicate the qualifications that justify the committee's ranking:\_\_\_\_\_

---

---

Gender of the third ranked candidate:\_\_\_\_\_

Indicate the qualifications that justify the committee's ranking:\_\_\_\_\_

---

---

What was the rank of the most qualified candidate from the underrepresented gender? \_\_\_\_\_

*Did you agree with the search committee's ranking of the candidates and their justifications? If not explain why and indicate the ranking that you would have made.*

---

---

---

---

*Please provide a summary of your assessment of this particular search with reference to the process outlined in Articles 16 and 19 of the Collective Agreement.*

Date:\_\_\_\_\_

Signature of Equity Panel Member:\_\_\_\_\_

**Remember that you must send one copy of the completed form to the Dean and a second copy to MAFA within two days of the search committee deciding on its recommendation(s).**