

Application and Data Guidance Package

Duke University

1 - Introduction

Individuals involved with searches at Duke must maintain records of the search process including candidate pool for this search in accordance with Duke's regulatory obligations at 41 CFR 60-1 as well as any internal reporting purposes.

For all qualified candidates, information is to include each applicant's first name, last name, application date, race, ethnicity, gender, internal/external status, and veteran and disability status. This information must be recorded by way of self-identification by the applicant. In addition, supplementary data such as resumes, and any other materials requested by the hiring department should be retained. All search related summary data should be provided to Duke University's Office for Institutional Equity at the conclusion of the search.

If requested, people conducting hiring searches will meet with the Vice President or designee of the University's Office for Institutional Equity to discuss Duke's expectations and reporting requirements.

For further guidance in soliciting and reporting information, people conducting hiring searches may request a Duke University application or EEO information reporting forms by contacting Office for Institutional Equity.

This Package is meant to be a resource guide for people conducting hiring searches in the collection and submission of the information detailed above. There are 4 items included in this package.

2 - Application Required Items

This file that illustrates the required application items included in Duke University's employment application. For soliciting disability and veteran status, federal government required forms must be used (see "4 – Voluntary Self-Identification of Disability" and "5 – Voluntary Self-Identification of Veteran Status").

2a - Voluntary Self-Identification of Disability

The federal government requires that this form be used to solicit disability status.

2b - Voluntary Self-Identification of Veteran Status

The federal government requires that this form be used to solicit veteran status.

2c - Applicant Demographic Information Form

The search coordinator may send this form out to applicants to collect demographic information if such data collection was not part of the initial application process.

3 - Data Submission Template

This file illustrates the template that should be used to submit the required information to Duke University's Office for Institutional Equity. The first tab is where the data should be reported; there is currently a sample applicant pool entered to demonstrate how a completed data submission file might look. The second tab defines each of the fields in the first tab.

4 - Equal Opportunity Employer Statement

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

5 - Regulatory Requirements - Employee Selection Process

This document is an overview for individuals involved in the employee selection process. It answers three questions:

- What are my obligations as part of the employee selection process?
- Who is considered an applicant?
- What are the relevant regulations?

6 – Duke EEO Form

This form is to be filled out and returned to the Office for Institutional Equity immediately following a hiring. This allows Duke to track the progress of its efforts to provide equal employment opportunities.

For any questions or to submit search data, please use the contact below:

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