

Academic Hiring: Applicant Tracking Record

See instructions on page 2.

Requisition Number

Part I – To be completed by the University Hiring Department (see page 2)

Faculty (94xx): <input type="checkbox"/> Tenured (P) <input type="checkbox"/> Tenure-Track (N) <input type="checkbox"/> Temporary (T)	Academic Administrative/Professional (P&A): <input type="checkbox"/> Administrative (93xx) <input type="checkbox"/> Minnesota Extension Service (96xx) <input type="checkbox"/> Professional Academic Staff (97xx)	<input type="checkbox"/> Post-Doctoral (95xx)
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Part II – To be voluntarily completed by the applicant (see page 2)

The University of Minnesota is required to collect this information to comply with Federal and State record keeping and reporting requirements pursuant to Executive Order 11246, Revised Order No. 4, Section 503 of the Rehabilitation Act Amendments of 1974, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964 and Minnesota Statutes, Section 363.073.

Applicant Name (Optional)	
Sex (check one) <input type="checkbox"/> M – Male <input type="checkbox"/> F – Female	Racial/Ethnic Categories , as defined by EEOC and the Integrated Post-secondary Educational Data System (IPEDS): A – Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam. AI – American Indian or Alaska Native: A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition. B – Black, non-Hispanic: A person having origins in any of the Black racial groups of Africa (except those of Hispanic origin). H – Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. W – White, non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
Racial/Ethnic Group (check one) <input type="checkbox"/> A – Asian <input type="checkbox"/> AI – American Indian or Alaska Native <input type="checkbox"/> B – Black <input type="checkbox"/> H – Hispanic <input type="checkbox"/> W – White	
Veteran Status <input type="checkbox"/> 1 – Vietnam Era Veteran <input type="checkbox"/> 2 – Other Eligible Veterans	Vietnam Era Veteran: A person who: (A) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge if any part of such active duty occurred: (i) In the Republic of Vietnam between 2/28/61 and 5/7/75; or (ii) between 8/5/64 and 5/7/75, in all other cases; or (B) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) in the Republic of Vietnam between 2/28/61 and 5/7/75; or (ii) between 8/5/64 and 5/7/75, in all other cases.
Veteran/Disability Status <input type="checkbox"/> 1 – Special Disabled Veteran	Other Eligible Veterans: A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This includes WWII veterans with active duty service between December 7, 1941 and April 28, 1952. Refer to Criteria Identifying Other Eligible Veterans. Special Disabled Veteran: (A) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability: (i) rated at 30% or more; or (i) rated at 10 or 20% in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or (B) A person who was discharged or released from active duty because of a service-connected disability.
Disability Status <input type="checkbox"/> Y – Yes	Individual with Disability: Any person who (i) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (ii) has a record of such impairment; or (iii) is regarded as having such an impairment (The completion of this part does not constitute notification for purposes of accommodation)

INSTRUCTIONS

Part 1. This section to be completed by the University Hiring Department

This form should be sent to all applicants for academic positions (75% to 100 %) which have been approved on the *Academic Hiring Requisition and Position Description* form (UM 1596). The department or college responsible for the search should send the *Academic Hiring Applicant Tracking Record* (UM 1599) to each applicant upon receipt of application and may enclose a cover letter acknowledging receipt of the application, requesting other information to complete the application, and/or requesting job-related information, as necessary.

UM 1599 and affirmative action information must be kept separate from an individual's application file. Summary information without names may be shared with the search committee. If an applicant has completed UM 1599 with name and affirmative action information, this form may be shared with the Unit Equal Opportunity and Affirmative Action (EOAA) Liaison and appropriate University personnel who are charged with the responsibility of compliance with equal opportunity and affirmative action.

Upon completion of the search and selection process, send a copy of the *Academic Hiring Affirmative Action Summary* (UM 1598) to Human Resources (OHR), 200 Donhowe Building, Twin Cities Campus. Please consult your unit EOAA Liaison for internal guidelines on searches and the use of the applicant tracking forms and forms UM 1596 and UM 1598.

Part 2. Notice to Applicant regarding Minnesota Government Data Practices Act

The University of Minnesota is required to collect this information to comply with Federal and State record keeping and reporting requirements pursuant to Executive Order 11246, Revised Order No. 4, Section 503 of The Rehabilitation Act Amendments of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title VII of the Civil Rights Act of 1964 and Minnesota Statutes, Section 363.073. summary data without names may be reported.

As an applicant for academic employment at the University of Minnesota, it is requested that you voluntarily complete the form on the previous page. The University is collecting this information so that it can evaluate its search and recruitment procedures and its good faith efforts to consider qualified individuals including women, minorities, disabled individuals, special disabled veterans, Vietnam Era veterans and Other Eligible Veterans.

Also, the University of Minnesota wishes to inform you of its commitment to hire and promote qualified individuals who are covered by the affirmative action programs for women, minorities, disabled veterans, Vietnam Era veterans and Other Eligible Veterans. Current employees and applicants for employment who wish to be included under these programs may choose to self-identify at any time. Disabled individuals may also request an accommodation. These programs may be reviewed in the Office of Equal Opportunity and Affirmative Action between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

The information on UM 1599 is optional. You are not required to provide this information and failure to provide it will not affect the status of your application, except that if you do not identify by name, the University will not be authorized to release this information with your name to the hiring department for consideration under the appropriate affirmative action plan (AAP), and the University will not be required to collect additional information if you could have applied as an applicant under an appropriate AAP.

If you do not choose to identify by name, you are encouraged to complete the other information on UM 1599. These data are being collected at the direction of the University's Office of Equal Opportunity and Affirmative Action and will be used only in conformance with Federal, State of Minnesota, and University of Minnesota Board of Regents Policies.

Should you have any questions concerning this request, please contact the Office of Equal Opportunity and Affirmative Action. Thank you for your cooperation and assistance. **Please return the form to the address provided in the enclosed letter from the hiring department.**

Equal Opportunity Statement: The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by Executive Order 11246 as amended; 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to the equality of opportunity.

Inquires regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street SE, University of Minnesota, Minneapolis, Minnesota 55455-0110, (612) 624-9547.

For further information, visit the Web site at <http://www.EOAffAct.umn.edu>

CRITERIA IDENTIFYING OTHER ELIGIBLE VETERANS

Prior to the enactment of the Veterans Employment Opportunities Act of 1998 (Public Law 105-339), the affirmative action obligations of federal contractors and subcontractors regarding veterans, and the VETS-100 reporting requirement, applied to two groups of veterans - Special Disabled Veterans and Veterans of the Vietnam Era. The criteria identifying these two groups are provided in the instructions on the reverse of the VETS-100 Report Form. The new legislation identifies a third category of veterans, identified in general terms as "Other Eligible Veterans," who are entitled to affirmative action in employment and who are to be included in the VETS-100 Reports submitted by federal contractors and subcontractors. **The inclusion of veterans from this group is optional for this year's (1999) VETS-100 Report but will be required for next year's (2000) VETS-100 Report.**

The general category of Other Eligible Veterans includes two key veteran groups. First, it includes veterans who served in a "war." Since the last declaration of war issued by Congress initiated World War II, veterans with active duty service between December 7, 1941 and April 28, 1952 are considered veterans of World War II and are included in the Other Eligible Veterans category. The second veteran group in the Other Eligible Veterans category includes those veterans who served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded. This includes a number of military engagements that are listed on the reverse side of this page.

While the precise number of service members involved in each of these engagements is not available, it is clear that a relatively large number received the Korean Service Medal for the Korean conflict, but the number of veterans from this conflict who are still in the workforce probably is low. Similarly, it is clear that a relatively large number of service members received the SW Asia Service Medal for service during Desert Shield or Desert Storm against Iraq, and a much larger number of veterans from this conflict will still be in the workforce. For the remainder of these engagements, the number of veterans with qualifying service appears to be smaller and the probability of their participation in the current workforce is likely to be determined principally by the amount of time that has elapsed since the end of the engagement.

The listing provided on the reverse is subject to change, as periods of service end and new medals are added. For that reason, the instructions on the reverse of the VETS-100 Report Form include the address of a web site maintained by the Office of Personnel Management that is updated to reflect any changes that take place. The current summary of that listing, provided on the reverse side of this page, is provided for the convenience of federal contractors and subcontractors. It is intended to assist federal contractors and subcontractors to prepare for the requirement to include Other Eligible Veterans in next year's VETS-100 Reports. VETS-100 staff also will make every possible effort to assist federal contractors and subcontractors with those preparations. Therefore, if there are further questions regarding the Other Eligible Veterans category, federal contractors and subcontractors can e-mail to **othervets@vets100.com** and can call (703) 461-2460.

CAMPAIGN/EXPEDITION	DATES		ORGANIZATIONS PARTICIPATING				
	START	END	ARMY	NAVY	AIR FORCE	MARINE CORP	COAST GUARD
<u>Campaign or Service Medals</u>							
American Defense Service	09/08/39	12/07/41	X	X	--	X	X
Army Occupation of Austria	05/09/45	07/27/55	X	--	X	--	--
Army Occupation of Berlin	05/09/45	10/02/90	X	X	X	X	X
Army Occupation of Germany	05/09/45	05/05/55	X	X	X	--	X
Army Occupation of Japan	09/03/45	04/27/52	X	X	X	X	X
China Service	07/07/37	09/07/39	--	X	--	X	--
China Service Medal (Extended)	09/02/45	04/01/57	--	X	--	--	--
Korean Service	06/27/50	07/27/54	X	X	X	X	X
Navy Occupation of Trieste	05/09/45	10/25/54	--	X	--	X	X
Navy Occupation of Austria	05/08/45	10/25/55	--	X	--	--	--
Navy Occupation of Berlin	05/08/45	10/02/90	--	X	--	X	--
Navy Units of the Sixth Fleet	05/09/45	10/25/55	--	X	--	--	--
SW Asia Service Medal (Desert Shield/Storm)	08/02/90	11/02/95	X	X	X	X	X
Vietnam Service Medal (VSM)	07/04/65	03/28/73	X	X	X	X	X
<u>Armed Forces Expeditionary Medal (AFEM)</u>							
Berlin	08/14/61	06/01/63	X	X	X	X	X
Bosnia and Herzegovina (Joint Endeavor)	11/20/95	12/20/96	X	X	X	X	X
Bosnia and Herzegovina (Joint Guard)	12/20/96	Present	X	X	X	X	X
Cambodia	03/29/73	08/15/73	X	X	X	X	X
Cambodia Evacuation (Eagle Pull)	04/11/75	04/13/75	X	X	X	X	X
Congo	07/14/60	09/01/62	X	X	X	X	X
Congo	11/23/64	11/27/64	X	X	X	X	X
Cuba	10/24/62	06/01/63	X	X	X	X	X
Dominican Republic	04/28/65	09/21/66	X	X	X	X	X
El Salvador	01/01/81	02/01/92	X	X	X	X	X
Grenada (Urgent Fury)	10/23/83	11/21/83	X	X	X	X	X
Haiti (Uphold Democracy)	09/16/94	03/31/95	X	X	X	X	X
Iraq (Northern Watch)	01/01/97	Present	X	X	X	X	X
Korea	10/01/66	06/30/74	X	X	X	X	X
Laos	04/19/61	10/07/62	X	X	X	X	X
Lebanon	07/01/58	11/01/58	X	X	X	X	X
Lebanon	06/01/83	12/01/87	X	X	X	X	X
Libyan Area (Eldorado Canyon)	04/12/86	04/17/86	X	X	X	X	X
Mayaguez Operation	05/15/75	05/15/75	X	X	X	X	X
Panama (Just Cause)	12/20/89	01/31/90	X	X	X	X	X
Persian Gulf (Earnest Will)	07/24/87	08/01/90	X	X	X	X	X
Persian Gulf	08/02/90	01/02/92	X	X	X	X	X
Persian Gulf (Southern Watch)	12/01/95	Present	X	X	X	X	X
Persian Gulf (Vigilant Sentinel)	12/01/95	02/15/97	X	X	X	X	X
Persian Gulf Interception Operation	12/01/95	Present	X	X	X	X	X
Quemoy and Matsu Islands	08/23/58	06/01/63	X	X	X	X	X
Somalia (Restore Hope)	12/05/92	03/31/95	X	X	X	X	X
Taiwan Straits	08/23/58	01/01/59	X	X	X	X	X
Thailand	05/16/62	08/10/62	X	X	X	X	X
Vietnam and Thailand	07/01/58	07/03/65	X	X	X	X	X
Vietnam Evacuation	04/29/75	04/30/75	X	X	X	X	X
<u>Navy Expeditionary Medal and Marine Corp Expeditionary Medal</u>							
Cuba	01/03/61	10/23/62	--	X	--	X	--
Indian Ocean/Iran	11/21/79	10/20/81	--	X	--	X	--
Iranian/Yemen/Indian Ocean	12/08/78	06/06/79	--	X	--	X	--
Lebanon	08/20/82	05/31/83	--	X	--	X	--
Liberia (Sharp Edge)	08/05/90	02/21/91	--	X	--	X	--
Libyan Area	01/20/86	06/27/86	--	X	--	X	--
Panama	04/01/80	12/19/86	--	X	--	X	--
Panama	02/01/90	06/13/90	--	X	--	X	--
Persian Gulf	02/01/87	07/23/87	--	X	--	X	--
Rwanda (Distant Runner)	04/07/94	04/18/94	--	X	--	X	--
Thailand	05/16/62	08/10/62	--	X	--	X	--