1. **Detail special efforts to attract statistically underutilized applicants for this position.**

Applicants are ‘statistically underutilized’ when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population. When responding to this question you will need to detail special efforts that were used to attract statistically underutilized applicants for this position. This may include but is not limited to:

- Cross-posting to Diverse Jobs, Hispanic Outlook, and other specialized listing sites, especially field-specific ones; posting on national sites like phdjobs.com or chroniclevitae.com—the greater the reach of postings, the better the chance that well-qualified candidates in underutilized groups will see and apply for open positions;
- Personal outreach such as telephoning colleagues at other institutions, calling prospective candidates to encourage application, and obtaining good prospect names from lists of grantees from granting agencies (taken from the Provost’s Academic Affairs Policy Manual, § 1.08 Recruitment of Faculty);
- General outreach at conferences, field-specific listservs, etc.;
- Maintaining a file of qualified candidates who were not successful in prior searches.

2. **To your knowledge, is the person offered the job a Protected Veteran?**

Departments should not directly ask applicants their veteran status. Departments should only know this through various forms of voluntary self-identification, including applicants’ mention of veteran status or experience in resume, cover letter, or other application materials; mention of this in an interview or other personal contact; or affirmative responses to veteran status questions in FacultyJobs (which departments will not see until the offer stage).
3. Veteran Self-Disclosure: At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are of veteran status. This is voluntary information, so if a response does not appear, the applicant did not answer.

If the candidate has disclosed veteran status, they will have the opportunity to disclose their specific veteran status. If the candidate has only disclosed they are a veteran without additional specification, departments should do nothing more. We will still count applicants as protected veterans based on their choice to self-identify. Departments should not ask for further details, documentation, etc., of Protected Veteran status, though applicants may provide this of their own volition. If applicants have not self-identified on FacultyJobs but have indicated veteran status via other means, such as in their resumes or during a face-to-face or telephone contact, then this should be noted and included in their demographics profile on FacultyJobs during the hiring proposal stage.

4. Disability Self-Disclosure: At the time of application and after an offer has been accepted, candidates have the opportunity to self-disclose whether or not they are disabled. This is voluntary information, so if a response does not appear, the applicant did not answer.

If an applicant self-identifies as disabled in FacultyJobs after acceptance of a job offer, the department should not perform any follow-up on this new information, since by that stage applicants have already been vetted, through the application and interview process, for their ability to perform essential job functions. When a successful applicant accompanies this identification with a request for accommodations, then the department should initiate the interactive accommodations process. For more information on this process departments should refer to [http://www.hr.uga.edu/disability-services-accommodations](http://www.hr.uga.edu/disability-services-accommodations) or contact Tracey O’Malley <tomalley@uga.edu>.
5. To your knowledge, was any rejected applicant disabled?

The department should answer this affirmatively if any rejected applicant voluntarily disclosed a disability through the FacultyJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, a rejected applicant appeared to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

A. If yes to above, was this rejection due to inability to accommodate the individual’s handicap?

If an applicant has both self-identified as disabled AND requested accommodation for his or her disability, then the department should engage in the interactive process to determine the nature, extent, and reasonableness of accommodations required. Inability to accommodate someone’s disability means that the applicant could not complete the essential functions of the job with reasonable accommodations, or put another way, that the accommodations that applicant would require to complete the job’s essential functions were not reasonable. Accommodations are considered unreasonable when they alter the essential functions of the job or cause the employer undue hardship. Departments should contact Tracey O’Malley <tomalley@uga.edu> for assistance with the interactive accommodations process; more information can be found at: http://www.hr.uga.edu/disability-services-accommodations. The interactive accommodations process is initiated when an applicant affirmatively requests an accommodation. If the accommodation is an “obvious” one, such as a sign language interpreter or request for the interview to be held in an accessible location, there is no need to go through the interactive process. Such accommodations should be automatically granted.
B. To your knowledge, is the person offered the position disabled?

The department should answer this affirmatively if the offeree voluntarily disclosed a disability through the FacultyJobs self-identification invitation; resume, cover letter, or other application materials; or orally during interviews and other contacts—whether face-to-face or via telephone. The department MAY also answer this in the affirmative if, in their estimation, the offeree appears to have an obvious disability whether self-disclosed or not. In so judging, the department should follow the definition of disability as having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping. If there is an apparent disability that an applicant does not voluntarily bring up or mention, then the department should note it for demographic collection purposes but not ask the applicant about it. Departments may ask interviewees “Can you perform the essential functions of this job with or without accommodations?”, ideally with reference to a comprehensive and up to date description of the job’s essential functions, but only if all interviewees are routinely asked this question rather than just those who self-identify or otherwise present as disabled.

C. If yes to above, has the accommodation been requested?

If an offeree has not requested or indicated need for accommodation, then departments should answer this negatively. They should answer in the affirmative only when an offeree has both voluntarily disclosed a disability and has requested accommodation for that disability. Applicants who either self-identify as disabled or who present as disabled without self-identifying as such, and who do not expressly request accommodations, should be counted as ‘no’ responses to this question.

Key Terms and Definitions

1. Detail special efforts to attract statistically underutilized applicants for this position

Applicants are ‘statistically underutilized’ when individuals of their gender, racial, or ethnic groups are represented in this or similar positions disproportionately lower than their numbers of basically qualified individuals in the relevant search population.

2. To your knowledge, was any rejected applicant disabled?

‘Disabled’ means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

3. If yes to above, was this rejection due to inability to accommodate the individual’s disability?

Reasonable accommodation must be provided to otherwise qualified disabled individuals who are able to perform the essential functions of job with or without accommodation. Accommodations are not considered reasonable if they fundamentally alter the essential functions of a job or cause undue hardship to the employer. Please refer to http://www.hr.uga.edu/disability-services-accommodations for additional information regarding the interactive accommodations process at UGA, including examples of reasonable accommodations and contact information for supervisors to obtain further guidance on the accommodations process. For any applicant rejected due to inability to accommodate that individual’s disability, the search committee should document in detail whether
and specifically how either 1) the individual could not perform essential job functions with or without accommodation or 2) accommodations needed to perform essential functions were unreasonable.

4. **To your knowledge, is the person offered the job a Protected Veteran?**

   'Protected veteran' refers to a Disabled Veteran, an Active Duty Wartime or Campaign Badge Veteran, an Armed Forces Service Medal Veteran, or a Recently Separated Veteran.

   'Disabled Veteran' refers to any veteran of the U.S. Military who is either entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

   ‘Active Duty Wartime or Campaign Badge Veteran’ refers to any veteran who:
   
   - Served on active duty during any campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

   ‘Armed Forces Service Medal Veteran’ refers to any veteran who was awarded (as reflected on DD Form 214) an Armed Forces Service Medal for active duty service in a U.S. military operation for which an Armed Forces Service Medal was authorized pursuant to Executive Order 12985.

   ‘Recently separated veteran’ refers to any veteran during the three-year period following the date of such veteran’s discharge or release from active duty.

5. **To your knowledge, is the person offered the position disabled?**

   ‘Disabled’ means having, having a history of, or being regarded as having a physical or mental impairment that substantially limits one or more major life activities, including but not limited to thinking, communication, walking, eating, breathing, and sleeping.

6. **If yes to above, has accommodation been requested?**

   A UGA applicant or employee may request an accommodation at any point in the hiring and employment process (i.e., at the application stage, during the hiring interview, after an offer is made, any time after starting employment).

7. **Accommodation offered?**

   Once a request for accommodation is made and documentation provided for non-obvious disabilities, the University will engage in the interactive accommodations process.