Instructions on Faculty Applicant Self-Identification System (FASI)

Revised July 27, 2015

The Faculty Applicant Self-Identification System (FASI) will enable you to collect gender and ethnicity data from applicants for faculty positions, and to create the applicant pool grid for your final candidate’s faculty appointment papers (long form).

Recent updates to FASI:

- Starting on August 1, 2015, search administrators are required to enter a “search authorization number” for each search on FASI. The search authorization number is designated by the school (or Dean of Research, or SLAC) that authorized the search, and will be required on the long form coversheet. The search authorization number will allow the university central offices to link search and applicant data accurately across systems (e.g., FASI, Fast|Fac, AJO) and forms (e.g., the long form, EEO report), and to obtain accurate applicant counts (e.g., when multiple appointments result from a single search or the same applicant pool).

- Starting on June 1, 2014, two additional questions – veteran status and disabilities – were added to the FASI questionnaire per OFCCP’s new regulations.

Why do we do this?

As a federal contractor, Stanford University is required to request information regarding the gender, race and ethnicity, protected veteran and disability status of its applicants for employment and to prepare periodic reports on this information. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. Faculty applicant self identification data collection is required for all searches except in cases where the provost has approved a search waiver.

FASI facilitates this data collection by asking each of our faculty applicants to identify their gender, ethnicity, race, veteran status and disabilities, if such information is not collected in approved application systems such as AcademicJobsOnline.org (AJO) and Interfolio/ByCommittee.

How does FASI work?

FASI is web-based. Search administrators and can upload applicant names and email addresses into the system from Excel or add them individually as applications arrive.

Search administrators instruct the system to send an email to the applicants requesting that the applicants log into a secure website and answer self-identification questions.

The website collects the data and populates a grid that summarizes the composition of the applicant pool. Search committees are encouraged to use the applicant grid during the search process to assess the diversity of the applicant pool. The search administrators are required to include the final grid in faculty appointment papers (the long form).
This system can be accessible to all department administrators and faculty affairs staff conducting searches. Please contact your school's faculty affairs office if you need access.

Who to contact for help?

For help with using the FASI website, please contact Yan Li, Office of Vice Provost for Faculty Development and Diversity (liy@stanford.edu, or 650-498-1090).

For questions related to the long form, please contact your school faculty affairs officers or Scott Walters at Faculty Affairs (swalters@stanford.edu).

What are the steps to collect FASI data?

Detailed instructions for each of the following steps are available on its respective screen.

1. **GO TO THE WEB ADDRESS:**


2. **CREATE THE SEARCH.**

   From the home page select the link Create Searches and follow instructions on that page to enter information about the search.

3. **ADD APPLICANT NAMES AND EMAILS TO THE SEARCH.**

   You have two options:

   1) Select the link Add Applicant (to add the name and email of each applicant one at a time);
   2) Select the link Upload Applicants (to add a group of names saved from an Excel spreadsheet).

   Instructions for either option is posted on the respective page. Note that the same applicant’s name and email may be entered in multiple searches but only once in each search.

   Please review the email addresses for extra spaces or extra characters – these little inaccuracies may interfere with the applicant receiving the email. If you need to make any corrections or to delete an entry, select the link Maintain Applicants on the home page, and edit or delete an applicant’s contact information. Note that the option to edit or delete an entry is only available before you send out the invitation email in step 4 below.

4. **ASK APPLICANTS TO SELF-IDENTIFY.**

   After adding or uploading applicants’ names and emails, go to the home page and select the link Send Emails to Applicants. Use the checkbox to select the search to which you’ve just added
applicants, and click on the “Send Emails” button. (See Appendix A for the email applicants receive, and Appendix B for the screens applicants go through as they answer the questionnaire.)

After a period of time (from a week to a months – depending on the length of your search and the responses you see in Display Applicant Grid), return to Send Emails to Applicants and send a second email as a reminder. This second email will only go to applicants who have not responded. There is a two-email limit per email address per search, so each applicant will receive your email a maximum of two times no matter how many times you click “Send Emails”.

* Note: Each time you click the “Send Emails” button, the system will send emails to everyone who has not responded and who has not reached the two-email limit. To avoid sending a reminder too soon, please allow at least a week before you add new applicants.

5. VIEW THE DATA YOU HAVE COLLECTED.

As the applicants respond, your grid will be populated, and you may observe the diversity of your applicant pool at any time by clicking the Display Applicant Grid link on the home page and selecting a search to view its grid. You can print out the grid at any time by selecting "Print PDF" at the bottom of the grid page.

Note: For an open search, you will view an “interim” grid (see Appendix C for a sample interim grid). For a closed search (see step 6 below on how to close a search), you will view the “final” grid (see Appendix D for a sample final grid). Both grids contain the same tabulation of gender and race/ethnicity summaries of your applicants. The interim grid may also contain an additional table with detailed "2 or more races" combinations. If you want to keep a copy of this additional information, copy and paste it into an Excel/Word document, or print/save it as PDF.

Note that information on applicants’ veteran status and disabilities are not displayed in the Grid at this time.

6. CLOSE YOUR SEARCH AND PRINT THE FINAL GRID.

When your search is done go to Maintain Search Status and select “closed” in the Status column and click the “Update” button to complete your data collection for that search.

Next go to Display Applicant Grid. Select the search you are working on from your list of closed searches. You will see that your "Interim" applicant grid has become your "Final" applicant grid.

Select "Print PDF" at the bottom of the screen. The printed applicant pool grid is now ready to be included in the candidate’s faculty appointment papers (the long form).

Double-check the grid numbers against any numbers mentioned in the search narrative section of the long form, and if there is a discrepancy, explain in that section.

You’re done!
Appendices

A. What the applicant receives
B. Applicant screens of the web form
C. Sample “interim” faculty applicant pool grid
D. Sample “final” faculty applicant pool grid
Appendix A. What the Applicant Receives in the Email Invitation

Dear [Applicant Name],

Thank you for your recent expression of interest in a faculty appointment at Stanford University. In order to complete the application process, we request that you answer five questions. WE BELIEVE THIS WILL TAKE YOU ONLY A MINUTE OR TWO.

As a federal contractor, Stanford University is required to request information regarding the gender, race and ethnicity, veteran status, and disability of its applicants for employment and to prepare periodic reports on this information. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. The information will be used for analysis and reporting only. Submission of the information is voluntary and declining to provide it will not subject you to any adverse treatment. The information you provide will be kept confidential and will not be used as the basis for any employment decision affecting you.

We ask that you take the time to provide the limited information requested here by logging in to https://facultyapplicant.stanford.edu/. PLEASE LOG IN BY ENTERING THE EMAIL ADDRESS TO WHICH WE SENT THIS MESSAGE. As noted, the survey consists of only five questions. If you would prefer to decline to answer any of the questions, we would still appreciate it if you would fill out the survey and check the 'decline' options. Thank you for your cooperation.

Rosa E. Gonzalez
Director, Diversity & Access Office
Stanford University
STANFORD UNIVERSITY
SELF-IDENTIFICATION FORM

Stanford University is a federal government contractor subject to Executive Order 11246 and its implementing regulations, and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C 4212 (VEVRAA). These regulations, among other things, require Stanford to request information regarding, and to prepare periodic reports on, the gender, race and ethnicity, veteran status, and disability of its applicants for employment and employees. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. Accordingly, Stanford invites all applicants and employees to provide the information requested below. The information will be used for analysis and reporting only. Submission of the information is voluntary and declining to provide it will not subject you to any adverse treatment. The information you provide will be kept confidential and will NOT be viewable by any hiring committee members and will NOT be used as the basis for any employment decision affecting you.

To proceed, first enter your email address at which you received this Stanford message.

Submit
Stanford University is a federal government contractor subject to Executive Order 11246 and its implementing regulations, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C 4212 (VEVRAA). These regulations, among other things, require Stanford to request information regarding, and to prepare periodic reports on, the gender, race and ethnicity, veteran status, and disability of its applicants for employment and employees. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. Accordingly, Stanford invites all applicants and employees to provide the information requested below. The information will be used for analysis and reporting only. Submission of the information is voluntary and declining to provide it will not subject you to any adverse treatment. The information you provide will be kept confidential and will NOT be viewable by any hiring committee members and will NOT be used as the basis for any employment decision affecting you.

<table>
<thead>
<tr>
<th>A) Name:</th>
<th>Test Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) Email:</td>
<td><a href="mailto:liy@stanford.edu">liy@stanford.edu</a></td>
</tr>
<tr>
<td>C) Gender:</td>
<td>Select Gender</td>
</tr>
</tbody>
</table>

D) Ethnic/Racial Background:

**INSTRUCTIONS: Please address both questions D1 and D2 below, OR skip now to E) Decline to State.**

1) Are you Hispanic or Latino of any race (i.e., a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

   - [ ] Hispanic/Latino  

2) If you selected “No” above, or if you selected “Yes” above and wish to do so, please select one or more of the following racial classifications.

   Are you:

   - [ ] American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
   - [ ] Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
   - [ ] Black or African American - A person having origins in any of the Black racial groups of Africa
   - [ ] Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
E) Decline to State:
☐ I decline to identify my race and ethnic background.

Protected Veteran Self-Identification

If you believe you belong to any of the categories of protected veterans listed below, please check the appropriate box below. We request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Protected veterans include:

- **Disabled Veteran**: A veteran who served on active duty in the U.S. military and is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to disability compensation) under laws administered by the Secretary of Veterans Affairs, or was discharged or released from active duty because of a service-connected disability.
- **Recently Separated Veterans**: A veteran separated during the three-year period beginning on the date of the veteran's discharge or release from active duty in the U.S. military.
- **Active Duty Wartime or Campaign Badge Veterans**: A veteran who served on active duty in the U.S. military during a war, or in a campaign or expedition for which a campaign badge was authorized under the laws administered by the Department of Defense.
- **Armed Forces Service Medal Veterans**: A veteran who, while serving on active duty in the U.S. military, participated in a U.S. military operation that received an Armed Forces service medal.

Please check one of the boxes below:

☐ I am a protected veteran.
☐ I am not a protected veteran.
☐ I decline to self-identify.

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:
I have a disability (or previously had a disability).
I do not have a disability.
I don't wish to answer.

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us (Stanford University) if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

Submit
Stanford University is a federal government contractor subject to Executive Order 11246 and its implementing regulations, and the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C 4212 (VEVRAA). These regulations, among other things, require Stanford to request information regarding, and to prepare periodic reports on, the gender, race and ethnicity, veteran status, and disability of its applicants for employment and employees. The collection of this information also enables Stanford to meet its commitment to equal employment opportunity by allowing it to assess the diversity of its applicant pools and the effectiveness of its affirmative action efforts. Accordingly, Stanford invites all applicants and employees to provide the information requested below. The information will be used for analysis and reporting only. Submission of the information is voluntary and declining to provide it will not subject you to any adverse treatment. The information you provide will be kept confidential and will NOT be viewable by any hiring committee members and will NOT be used as the basis for any employment decision affecting you.

Thank you. Your information has been submitted successfully.  
To learn about the status of the position contact the department/unit to which you applied.
Appendix C
Stanford University Faculty Applicant Pool Grid, 2011-2012 (Interim)

Department Name and Position: dept name here
Initiation of Search (date): 09/14/2011

**test search 2011-12**

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Gender</th>
<th>Total Applicant</th>
<th>No Race Selected</th>
<th>American Indian or Alaskan Native</th>
<th>Asian</th>
<th>Black or African American</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>White</th>
<th>Two or More Races</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic or Latino</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1</td>
<td>25%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>2</td>
<td>75%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>3</td>
<td>75%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Decline to State</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>M</td>
<td>2</td>
<td>50%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>2</td>
<td>50%</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>4</td>
<td>100%</td>
<td>0</td>
<td>0</td>
<td>125%</td>
<td>0</td>
<td>2</td>
<td>50%</td>
</tr>
</tbody>
</table>

Note: Percentages represent % of Respondent Pool.

Total Respondents: 4
Non-Respondents: 2
Total Pool: 6

***Ethnicity refers to Hispanic/Latino designation

Current as of: September 26, 2011 03:22PM

**Not Hispanic/Latino**

<table>
<thead>
<tr>
<th>Race</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>White / Black / Native / Asian / American Indian</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Appendix D

Stanford University Faculty Applicant Pool Grid, 2011-2012 (Final)

Department Name and Position: dept name here

Name of Recommended Candidate: _________________________________

Initiation of Search (date): 09/14/2011

**Total Pool** (use EEO-1 definitions below):

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

**American Indian or Alaskan Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**Black or African American** - A person having origins in any of the Black racial groups of Africa

**Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

---

test search 2011-12

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Gender</th>
<th>Total Applicant</th>
<th>No Race Selected</th>
<th>American Indian or Alaskan Native</th>
<th>Asian</th>
<th>Black or African American</th>
<th>Native Hawaiian or Other Pacific Islander</th>
<th>White</th>
<th>Two or More Races</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic or Latino</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>M</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Decline to State</td>
<td>M</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>M</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: Percentages represent % of Respondent Pool.

**Total Respondents:** 4

**Non-Respondents:** 2

**Total Pool:** 6

*** Ethnicity refers to Hispanic/Latino designation

*Current as of: September 27, 2011 05:02PM*