

Dear applicant:

Thank you for your interest in the (faculty title) position in the department of (department name), position number (xxxxx) at Florida International University. The University is an equal opportunity/equal access/affirmative action employer. In order to evaluate whether we have succeeded in attracting a broad/diverse applicant pool, we request that you complete a brief demographic faculty profile:

- Visit us at www.fiujobs.org
- Select “*Search Postings*”
- Enter position number stated above in the position number field and click “*Search*”
- Select “*View*” under job title to view posting
- Select the “*Apply for this posting*” link
- If you have previously completed a faculty profile online, enter username/password and select “*Login*” to proceed to the next step. If this is your first time accessing the system, select “*Fill out a new Application/Profile*”. Select a username/password and complete the faculty profile.
- Confirm application

This information will be sent directly to our Office of Equal Opportunity Programs and will be used for statistical purposes only. This information will not be distributed to the search committee, nor will it be used in the screening of candidates for the position advertised. We appreciate your assistance in contributing the success of our recruitment efforts.

Should you be selected for employment, there will be additional federal and state compliance requirements, such as an official transcript from the institution of your highest degree, employment eligibility verification, and a report of outside activities, in addition to other information, that will need to be submitted.

Should you have any questions, please feel free to contact the Office of Equal Opportunity Programs at 305-348-2785, or the chairperson of the Search and Screen committee.

Thank you for your cooperation and interest in Florida International University.

Sincerely,

Bennie L. Osborne, Ph.D., Director
Office of Equal Opportunity Programs