

Recruitment Plan for Faculty Positions

Position Title _____ Department _____

Hiring Supervisor _____ Position Number _____

1. Recruitment Area (√)

Internal to University Local Regional State National International

2. Full Consideration Deadline _____

3. Search Committee Membership (Search committee membership is usually determined by the hiring supervisor. Committee should be diverse in gender and ethnicity.)

Name	Gender	Ethnicity

Search Committee Chair _____

4. Publications (Include any print and/or on-line media that will be utilized to announce the position vacancy. Place an asterisk next to those publications particularly targeted to recruiting women and/or minorities.)

Print Publications	On-Line Publications (Including list-serves)

Note: There are three standard **on-line** publications that will be used and paid for by Human Resources for each search: **The Chronicle of Higher Education, HigherEdJobs.com, and Diverse-Issues in Higher Education.** Other discipline related publications may be used and paid for by the department.

5. Professional Conferences (List any conferences at which recruitment will occur.)

Conference Name	Location	Date

6. List any other special efforts used to recruit women and minorities (i.e. organizations, universities, agencies, personal contacts, professional discipline.)

7. Attach the position announcement and send to Human Resources (Also send electronically to Employment Specialist).

8. Attach the Scoring Criteria and Evaluation Grid matching the required qualifications in the position announcement.

Approval Signatures

Department Chair **Date**

Dean **Date**

Assistant Director **Date**
Human Resources

Equity Issues **Date**
(If Applicable)

Associate Provost **Date**