



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 (* if search Chair)	Gender	Ethnicity	Rank	Academic Unit
<u>Roles / Expectations/ Voting Authority of Outside Committee Member(s)</u>				

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 historically underrepresented, marginalized, or disadvantaged groups.)

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

Note: There are standard on-line publications that will be used and paid for by Human Resources for each search: 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. Prompt for diversity statement (all candidates will be expected to submit a statement on their philosophy / views on diversity, equity, and inclusion. Indicate here the prompt that you will use to elicit that statement from candidates. The hiring manager is responsible for entering the prompt into the PageUp system, and it will be viewable to each candidate as they complete the application procedure.) Prompt example: “Share how diversity, equity and inclusion has been/is a part of your teaching and research.”

7. List any other special efforts used to recruit a diverse applicant pool (i.e. how will the committee and the department as a whole will engage their professional networks to encourage applications from individuals from historically underrepresented, marginalized, or disadvantaged groups):