



**AFFIRMATIVE ACTION RECRUITMENT PLAN
for MSUAASF or Minnesota State ADMINISTRATOR
searches**

Internal PCN #: _____

PeopleAdmin Position #: _____

Salary Range #: _____

Indicate type of search:

MinnState ADMINISTRATOR		MSUAASF	
At Will	Interim/Fixed-Term	Probationary	Interim/Fixed-Term

Position Title: _____

College/School/Unit: _____ Dept/Program: _____

Replacement for (If new, indicate "new"): _____

Note: Search Committee Membership Request form should be submitted separately to Human Resources.

*****Notice of Vacancy (NOV) and Position Description (PD) must be submitted to Office of Equity & Access (OEA) along with this form. *****

Human Resources posts all NOV's on the following sites:

- St. Cloud State University Job Opportunities
- MinnState Employment Opportunities / HERC (Higher Ed Recruit Consortium)
- HigherEdJobs.com
- MinnesotaWorks.net

Contact the Office of Equity & Access (308-5123) for assistance regarding additional recruitment strategies.

Recruitment Strategies:

(1) **Departmental/Organizational Recruitment** – list journals*, newsletters*, websites*, listservs, conferences where position will be advertised: **cost to be assumed by department*

(2) **Paid Advertising:** Academic Affairs will assume responsibility for **one paid advertisement** in the **Chronicle of Higher Education** (online version) for **probationary IFO** positions housed in the Academic Affairs division. All other paid advertisements are the responsibility of the department and/or division. The *Chronicle of Higher Education* ad will be placed by a Human Resources staff member. Note: All advertisements must be approved by EAAO. If the position is probationary, a national ad is required.

(3) List affirmative action efforts by department to recruit applicants from underutilized groups:

(4) Present department/unit composition (in full-time FTE):

_____ Males _____ Females _____ Persons of Color _____ Persons with Disabilities _____ Veterans

(5) Proposed timeline for Search (fill in date for each step):

1. Review of Applications begins _____
2. Finalists selected _____
3. Interviews completed _____
4. Finalist Names forwarded to Hiring Authority _____

Approvals:

Hiring Manager (Dean/Assoc. Provost)

Date

Vice President/Provost/President

Date

Equity & Affirmative Action Officer

Date

(Submit signed form to the Equity & Access Office. Copy of approved form will be emailed to HR and the department/hiring unit.)

Revised 7/22/19