

Recruitment Plan for Administrative Positions

Title: _____

Department: _____

Search Committee Chair: _____

Division: _____

The following people will serve on the Search committee

Name	Role on Search Committee	Ethnicity/Gender (HR to complete)

Every member of the search committee should thoroughly understand the requirements of the position to be filled, the needs of the department, the College's efforts to diversify our community, and the mission of the department and the College. The individuals appointed to the committee should have good judgement and a strong commitment to diversity and inclusion. They should represent different backgrounds, career stages, and areas of expertise. It is important to include women, underrepresented racial and ethnic minorities, and members of other represented groups on search committees whenever possible, as a diverse search committee is more likely to generate a strong applicant pool.

**Include additional search committee members as an attachment.*

Please complete the following with your Inclusion Partner:

1. The position will be advertised in the following publications:

2. Professional Societies/Associations to be contacted to recruit diverse applicants:

3. Scholars/colleagues to be contacted (emails or calls) for recommendations of diverse Applicants:

4. Conferences or annual meetings to be attended to recruit diverse applicants:

Search Chair

Date

Inclusion Partner

Date

The search committee and Gettysburg College will make a good faith effort to recruit a diverse pool of applicants for this position.