



## 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 four standard **on-line** publications that will be used and paid for by Human Resources for each search: **The Chronicle of Higher Education, HigherEdJobs.com, Diverse-Issues in Higher Education, and The Hispanic Outlook 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.)