

**Faculty Recruitment Plan**

**NOTE**: Upon approval, the Department Chair forwards a copy of this recruitment plan with copies of the attachments to the Office of Faculty Affairs.

***Position Information:***

|  |  |  |  |
| --- | --- | --- | --- |
| **College/School:** Choose an item. | | | **Department:** Choose an item. |
| **Position Title/Rank:**Click here to enter text. | | | **Specialty/Discipline:**Click here to enter text. |
| **Position #:** Click here to enter text. | **Funded in the amount:** **$**Click here to enter text. **for a term of** Choose an item. **months**  (According to Provost’s authorization) | | |
| **Present or former incumbent (if applicable):** | | Click here to enter text. | |

***Recruitment Information:***

**Plan to: Initiate Continue Recruitment**

**List all search committee members including chair:**

|  |
| --- |
| **1.** Click here to enter text. |
| **2.** Click here to enter text. |
| **3.** Click here to enter text. |
| **4.** Click here to enter text. |
| **5.** Click here to enter text. |

|  |
| --- |
| **Instructions from Chair to search committee discussed with committee** **on** Click here to enter a date..  (Date) |
| **Salary range: $**Click here to enter text. **to $** Click here to enter text. |
| **Anticipated date of initial advertisement:** Click here to enter a date. |
| **Review of applications will begin:** Click here to enter a date. |
| **Anticipated date of employment:** Click here to enter a date. |

***Advertising Plan:***

**List planned advertisements:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Dates** | **Costs (completed by OFA)** |
| Click here to enter text. | Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | Click here to enter text. | $Click here to enter text. |
| Click here to enter text. | Click here to enter text. | $Click here to enter text. |

Note: Print advertisements will placed by the Office of Faculty Affairs in the Chronicle of Higher Education at the beginning of each recruitment season.

|  |
| --- |
| **Special Efforts to Diversify Faculty** (explain and attach pages if necessary**):** |
| Click here to enter text. |

**Checklist of observable/quantifiable characteristics to be used in screening of applications** **(attach list).**

**Signatures:**

**Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This plan is: ⬜ Approved ⬜ Approved with modifications (see attached)**

**All faculty searches should be completed by April (including contracts).**