

Search Plan and Faculty Recruitment Form

Department: _____

Part II: Recruitment Sources

Please provide a list of advertising venues and contacts that will be utilized to attract a qualified and diverse applicant pool, for example: a) Advertising in standard publications; b) Advertising in specialized publication (e.g., for women and minorities); c) Contact with women and minority caucuses in scholarly and/or professional organizations; d) Contact with colleagues at other universities. See Attachment A for a list of recommended resources.

Please attach a Dean-approved draft of the position details/job advertisement.

Please Provide Details Below

Organizations/Advisory Boards that will be contacted	Publications, Web Site resources, Other. Please provide web addresses, blog address, and membership information. Sources should be listed in priority order.	Cost of ad placement (ad placement is subject to availability of funds) <i>To be completed and initialed by Human Resources after the plan is reviewed by AVP.</i>

1) Chairperson/Director:

When completed, please forward to the AVP (236 West 27th Street, 3rd floor) for review.

Signature _____ Date _____

2) Assistant Vice President for Affirmative Action, Compliance and Diversity:

Signature _____ Date _____

3) Dean/Director reporting to VPAA:

Comments:

Signature _____ Date _____

4) Human Resources/Director of Employment:

Signature _____ Date _____