

OFFICE OF ACADEMIC AFFAIRS

RECRUITMENT PLAN

FORM B



PROVOST OFFICE USE
LOG #:

College: _____

Department: _____

Rank: _____

Start Date: _____

Opening Date for Applications: _____

Expiration of Application Period: _____

The list of recruitment options below should not be considered exhaustive. It is intended to provide a convenient means of reporting recruitment plans to suggest some additional sources. Please check the search procedures that are being proposed for the above named position. Note: Make sure advertisements carry Equal Opportunity/Affirmative Action Institution tag line.

- 1. Place advertisements in appropriate professional journals, newsletters, and job registries. List below.
- 2. Place advertisements in professional journals, newsletters, and job registries specifically geared to the attention of minority persons and women. List below.
- 3. Send letters to academic departments that might have degree candidates who qualify as candidates for the posi-
- 4. Send letters to relevant departments at women's colleges and predominantly minority colleges.
- 5. Utilize professional contacts to solicit the names of potential women and minority candidates specifically.
- 6. Utilize placement services at professional meetings.
- 7. Solicit referrals from women and minorities presently on the faculty or staff.
- 8. Solicit referrals from the chairperson and members of the University's Equal Opportunity/Affirmative Action Commit-
- 9. Seek assistance in identification of women and minorities from the Faculty EEO Coordinator. (Applicable to colleges/schools only.)
- 10. Review records from previous searches for a similar position in the department for women and minorities.
- 11. Consider individuals currently in temporary positions.
- 12. Utilize available professional files, registries, and data banks to identify potential women and minority candidates.
- 13. Contact women and minority organizations, associations and agencies.
- 14. Contact related businesses and institutions in the area for professionals interested in a teaching position
- 15. Contact known women or minority persons in the profession for referrals.

Faculty EEO Coordinator: _____

Person Completing Form: _____

Required Supplemental Materials: Advertisement