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| **Position Title:** |  |
| **Department/**  **Program:** |  |

**Please check the recruiting activities you will use in your search.**

 1. Consult with Provost/College Dean regarding advertising

 2. Place advertisement in appropriate professional journals, newsletters, and job registries, including those geared to the attention of minority persons and women

 3. Professional Organizations

 Utilize relevant professional files, registries, and data banks to identify potential candidates, including candidates from a range of backgrounds and experiences who will add to the heterogeneity of the candidate pool

 Utilize relevant organizations, associations, and agencies in making individual referrals for the positions

 Contact potential candidates at professional meetings or conferences

 4. Send communication to the following to solicit candidates, including candidates who will add to the overall diversity of the candidate pool:

 Academic departments that might have qualified degree candidates

 Professional contacts to identify and solicit the names of potential candidates

 Potential candidates who are currently teaching at women's and predominantly minority colleges

 Potential candidates who are referred by current staff or faculty

 Individuals who are presently candidates for degrees

 Potential candidates who currently hold professional positions in independent research institutions, industry, government, law firms, hospitals, etc.

 Applicants from previous searches for a similar position in the department

 Candidates currently in temporary or non-tenured positions

 5. Other recruitment activities

**Please separately attach the following:**

* draft of advertisement
* list of desired publications
* professional organizations, registries, data banks, etc., to be utilized
* list of departments and professional contacts, and copy of letter to be sent
* professional meetings to be attended (if any)
* other activities (if any)

Search Committee (*please limit to 3-4 members, including chair of committee):*

Chair:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |

Other Members:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |
| Name: |  | E-mail: |  |
| Name: |  | E-mail: |  |

Admin Support:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | E-mail: |  |

Date that review of applications begins; is this a hard deadline or will you accept applications submitted after this date?

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Do you intend to request subsequent documentation (e.g. writing sample) from a subsequent smaller pool of finalists? If so, what documentation?

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Do you intend to request letters of recommendation immediately from all applicants, or request them later from a smaller pool of finalists?

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Do you intend to conduct off-campus interviews at a conference or via phone at any point?

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