**FORM #1: Advertising and Recruiting Plan**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Search Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment: \_\_\_ Tenure Track **or** \_\_\_ Temporary

List the members of the search committee, including Diversity Liaison and outside faculty members:

Insert the position description (duties and responsibilities, including subfield specialties and academic attributes that are highly desirable for the position) for this position:

List minimum required qualifications for the position:

List preferred qualifications/skills for the position:

Insert the language for the final position announcement for this position:

Describe how you plan to advertise the position for candidates in general and for underrepresented candidates in particular:

List publications, websites, agencies, organizations, institutions, and other resources to be used to advertise the search:

Total number of tenure track faculty in the department: \_\_\_\_\_

Number of minority faculty currently on tenure track in the department:

Women: \_\_\_\_\_ Faculty of color: \_\_\_\_\_ LGBT: \_\_\_\_\_

Assessment of Department’s position relative to Colleges’ diversity and equal opportunity plan:

What is the estimated availability of minority and female candidates for this position?

What specific efforts will be made to obtain a diverse applicant pool and to recruit qualified women and minority applicants?