



Faculty Appointment Request and Recruitment Plan

Faculty Information

Department: _____ Date: _____
 Position/Rank: _____ Job Title: _____
 Recruitment Type: New Position Replacement Date of Vacancy: _____ FTE %: _____
 Position Type: Tenure Track Non-Tenure Track Date recruitment opened: _____ Closed: _____

Underutilization of minorities/women

If yes, number:

Female	Black/African American	Latino	American Indian/Alaskan Native	Asian American/Pacific Islander
<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Affirmative Action Recruitment Plan/Activities

Please describe activity if not listed.

J = Journals/Newsletters
O = Organizations
L = Listserves
A = Outstanding Applicants
C = Colleague Contacts (Outside)
U = Univ. w/ Underrep Students
R = Contact Recent Grads

Please check one:							J	O	L	A	C	U	R	
Name of Activity/Plan : _____ (Please describe how you plan to recruit below)														
							Start Date: _____							

Results of Activity/Plan (Complete only After Position has been closed)



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Approval To Begin Recruitment

Please, first receive the signature of the Associate Dean for Diversity, Access, and Equity.

X

Associate Dean for Diversity, Access, & Equity

Date

X

Chairperson

Date

X

College Dean

Date

X

AVP Budget

Date

X

AVP Diversity

Date

Name of Person Selected: _____

To Be Signed After Approving Recruitment Results

Please, first receive the signature of the Associate Dean for Diversity, Access, and Equity.

X

Associate Dean for Diversity, Access, & Equity

Date

X

Chairperson

Date

X

College Dean

Date

X

AVP Budget

Date

X

AVP Diversity

Date