

FACULTY RECRUITMENT PLAN

Please use one (1) plan for each position requested

1. College/School: _____

2. Department: _____

3. Area of specialization: _____

4. Requested Position:

Tenured (Associate or Professor) _____ Select Rank _____

Tenure-Track (Assistant, Associate, Professor) _____ Select Rank _____

Non-Tenure Track

5. Reason for the request: (check applicable item(s) and provide ALL requested information.)

New Faculty Position

Replacement Position. Check appropriate box below and complete all other information items:

Retirement

Resignation

Termination

Replacement for administrative appointment (i.e. chair)

6. Funding source: if request is for replacement position, please complete the information below

Incumbent Name: _____

Funding Source: _____

Org Name and Number: _____

Employee ID #: _____

Program: _____

Job Code: _____

7. This is one of _____ position(s) requested by the above Department, for which an appointment would be effective in the _____ academic year. (Specify academic year).

8. Reason for the request: (provide ALL requested information).

a. Required Justification: Explain how the position is aligned with goals identified in program review, in strategic planning process, or other comments in support of request.

b. Required Recruitment Plan Narrative: Describe in detail the recruitment plan. For example, attendance at national and regional conferences, outreach to professional associations, outreach to learned societies, and other venues. Include the timetable for recruitment process. State how this plan will capture a diverse and inclusive pool of qualified applicants. The plan should include postings and outreach to venues or networks that are specific to your discipline and targeted to underrepresented groups. Include the search committee members and search committee chair.

c. Attach one copy of an itemized recruitment plan budget (example to follow).

d. Attach one copy of an itemized post-appointment budget, including all costs for equipment, moving, relocation, startup, and other expenditures (example to follow).

e. Attach one copy of the proposed position description.