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| **..\My Pictures\UAH_Logo_B&W.jpeg.jpg** | **OFFICE OF ACADEMIC AFFAIRS**ACADEMIC RECRUITMENT PLAN  |

 Log No.

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| --- |
| **Rank/Title:** |
|  |
| **Department/Program:** | **School:** |
|  |
| **Opening Date for Applications:** | **Expiration of Application Period:** |
|  |
| **Proposed Date for Selecting Interviews** | **Proposed Date for Appointment to Begin** |

**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.**

ALL POSITIONS MUST BE REGISTERED WITH THE FACULTY EEO COORDINATOR.

[ ] 1. Place advertisements in appropriate professional journals, newsletters, and job registries. (Please list below.) NOTE: Make sure ads carry Equal Opportunity/Affirmative Action Institution tag line.

[ ] 2. Place advertisements in professional journals, newsletters, and job registries specifically geared to the attention of minority persons and women. (Please list below). NOTE: Make sure ads carry Equal Opportunity/Affirmative Action Institution tag line.

[ ] 3. Send letters to academic departments that might have degree candidates who qualify as candidates for the position. **NOTE:** Include expressed interest in identifying women and minority candidates.

[ ] 4. Send letters to relevant departments at women's colleges and predominantly minority colleges. NOTE: Include expressed interest in identifying women and minority candidates.

[ ] 5. Utilize professional contacts to solicit the names of potential women and minority candidates specifically.

[ ] 6. Utilize placement services at professional meetings. (Please list potential professional meetings and dates.)

[ ] 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 Committee.

[ ] 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. (Please list below.)

[ ] 13. Contact women and minority organizations, associations and agencies. (Please list below.)

[ ] 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.

[ ] 16. Other (Please specify.)

 Person completing this form Date Faculty EEO Coordinator Date

 Distribution of Copies:

 **Original:** EEO Coordinator **Copies:** Dean, Department

 An Affirmative Action/Equal Opportunity Institution Form B