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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