

Search Initiation
Faculty Recruitment
College of Arts and Sciences

Please complete this form prior to advertising or posting the position.

Department: _____

Position Title (e.g. Archeology of the New World): _____

Rank: _____

List all required and preferred criteria: (attach additional sheets if necessary)

Recruitment plan: (attach additional sheets if necessary)

Please provide a description of your recruitment plan for this position, including (1) a list of professional journals, newsletters, listservs, and websites in which advertisements will be placed; (2) a copy, if any, of a sample letter to be sent to academic departments at other institutions and (3) a description of measures that will be taken to maximize the diversity of the applicant pool. Please include a draft copy of all advertisements; draft notices sent to institutions/laboratories/programs; plans for recruitment at major professional meetings and conferences; and contacts to be made with other professionals.

Closing date for receipt of applications:

_____ or open until filled
(mm/dd/yyyy) (check, if applicable)

Search Committee Chair(s)

- 1. _____
- 2. _____

Search Committee Members

- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

Contact Information:

Search Committee Chair

Phone/Email

Department Chair's Signature

Date

Associate Dean of Faculty Signature

Date