

# FACULTY RECRUITMENT PLAN INFORMATION

DUE TO THE ASSISTANT PROVOST BY JUNE 15<sup>TH</sup>, 2009

Department(s): \_\_\_\_\_

Department Chair(s): \_\_\_\_\_

Search Committee Chair: \_\_\_\_\_

- (1) Search Committee members: ***Please attach a list.***

NOTE: The general guidelines for search committees are: (a) membership must be approved by the associate dean(s) supervising the search; (b) at least one member must be a faculty member from another department; (c) the search committee is expected to work closely with the Assistant to the President for Institutional Diversity (or his representative).

- (2) Steps to be taken to recruit a diverse applicant pool (e.g., postings on job announcement sites; direct contacts — phone calls, mailings, etc.; recruitment at conferences): ***Please attach an outline of the recruitment plan for this search.***

- (3) Projected date for initiating review for selection of semi-finalists: \_\_\_\_\_

- (4) Steps to be taken to recruit additional applicants if the initial pool lacks sufficient diversity: ***Please attach a list.***

- (5) Projected date of first on-campus interviews: \_\_\_\_\_

In addition to the items requested above, please attach the proposed position announcement (and send an electronic copy to [doc@stolaf.edu](mailto:doc@stolaf.edu)).

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Approved by Associate Dean

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Date

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Approved by Assistant to the President  
for Institutional Diversity

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Date

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Approved by Assistant Provost

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Date