

# FACULTY RECRUITMENT PLAN INFORMATION

DUE TO THE ASSISTANT PROVOST BY JULY 15<sup>TH</sup>, 2006

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

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

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

Search Committee members: ***Please attach a list.***

NOTE: The general guidelines for search committees are: 1) membership must be approved by the associate dean; 2) at least one member must be a faculty member from another department; 3) the search committee is expected to work closely with the assigned Affirmative Action Liaison and the Affirmative Action Officer/Dean of Community Life and Diversity.

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.***

Projected date for initial review of Pre-Employment Information Request forms and applications by the assigned Affirmative Action Liaison: \_\_\_\_\_

Additional recruitment steps to be taken for a more diverse pool, if recommended by the Affirmative Action Officer after this review: ***Please attach a list.***

Projected date for initial screening of applications by the search committee: \_\_\_\_\_

Projected dates for on-campus interviews: \_\_\_\_\_

**In addition to the items requested above, please attach (1) the proposed position announcement and (2) text for use in the college-wide advertisements that will be placed in *The Chronicle of Higher Education* and other venues. (Also send electronic copies to stuckmay@stolaf.edu.)**

-----  
\_\_\_\_\_  
Approved by Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Affirmative Action Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Assistant Provost

\_\_\_\_\_  
Date