**FACULTY POSITION**

**RECRUITMENT PLAN**

**Department:** Click or tap here to enter text.

**Search Committee Chair:** Click or tap here to enter text.

**Position Type:** Choose an item.

**Position Title:** Click or tap here to enter text.

**Area(s) of Specialization:** Click or tap here to enter text.

List *required* and (if applicable) *preferred qualifications*. Remember that to be considered applicants must possess whatever qualifications you list as “required,” so a long list of required qualifications may unnecessarily limit your applicant pool. Specify degree qualifications and whether ABD candidates will be considered and under what conditions. At least one required qualification must reflect experience with and/or commitment to diversity and inclusion. Several examples are provided in Strategies for Inclusive Faculty Recruiting.

**Required Qualifications:** Click or tap here to enter text.

**Preferred Qualifications (if applicable):** Click or tap here to enter text.

**Position Announcement/Description:**

This paragraph should specify the rank of the appointment, whether it is tenure-eligible, area(s) of desired specialization, and a summary of qualifications. It might also include a brief description of the department/program, noteworthy aspects of the position, or other details. Proactive language can be included to emphasize the College’s commitment to diversity. Several examples are provided in Strategies for Inclusive Faculty Recruiting. (Note: You do not need to include a description of the College.)

Click or tap here to enter text.

**Proposed Timeline for Search Process (dates may be approximate):**

​​Click or tap to enter a date. First advertisement appears

​​Click or tap to enter a date. Application deadline, if different than date of first review

​​Click or tap to enter a date. Begin review of applications

​​Click or tap to enter a date. Narrow field to semifinalists

​​Click or tap to enter a date. Complete semifinalist screening interviews

​​Click or tap to enter a date. Complete campus interviews

​​Click or tap to enter a date. Committee submits evaluation of finalists to Provost

​​Click or tap to enter a date. Offer extended

**Targeted Advertising and Promotion:**

The college typically posts ads with HigherEdJobs.com, Indeed.com, and on the College website. Are there other publications/websites where you request paid ads be placed? Please list in order of importance and include any information you have, e.g., website, rates.

Click or tap here to enter text.

Where and how do you plan to publicize the position announcement beyond paid ads? For example, social media, websites, contact lists, listservs, etc.

Click or tap here to enter text.

**Direct Recruiting:**

What *direct* outreach will you do to reach candidates from underrepresented populations and/or increase the likelihood that such candidates will learn about your position?

Click or tap here to enter text.

**Search Committee Members:**

List planned search committee members below.

Click or tap here to enter text.