**Faculty Recruitment Form**

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| **Position Information** |  |  |  |
| **Anticipated Appointment Date:** |  **Type:** New Replacement |
| **Position Title:** |  |
|  **Tenure Status:** | [ ]  **Tenured** | [ ]  **Tenure-Track** | [ ]  **Non-Tenured (Full-time)** |
| **College/ School:** |  | **Dept:** |   |
| **Search Chairl:**  |   | **Ext:** |  |
| **Department Chair:** |  | **Ext:** |  |
| **Administrative Assistant:** |  | **Ext:** |   |

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| **Required Application Documents** (Should be consistent with position announcement) |
| [ ]  **Curriculum Vitae** | [ ]  **Research Interest** | [ ]  **Teaching Philosophy**  | [ ]  **Reference Info** |
| **Other:** |  |

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| **Search Committee Information**  |
| **Name** | **Department** | **Position Title** | **Net Id** |
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**FACULTY RECRUITMENT PLAN**

1. **Profile of Department’s Faculty/Student Composition** (Any need for specialized outreach?)
2. **Position Description and Qualifications** (Required, Preferred, Desirable)
	1. Job Summary
	2. Essential Duties & Responsibilities (Class load, Research, Grant Funding, etc..)
	3. Required Qualifications
	4. Preferred Qualifications
3. **Copy of Advertisement to be used in Word Format**: (Submitted to Executive Director of HR and Vice Prost for Faculty Affairs for Approval.

EOS will post advertisement on the following outside websites: [HigherEdJobs.com](http://HigherEdJobs.com), [Higher Education Recruitment Consortium (HERC](https://www.hercjobs.org/)), [The Registry, Texas Tech](https://www.theregistry.ttu.edu/), and [Faculty for the Future](http://www.engr.psu.edu/fff/).

Please specify three or more sources and note whether the ad is in print or online. Examples include but are not limited to:

* 1. *The Chronicle of Higher Education* ([www.Chronicle.com](http://www.Chronicle.com))
	2. *Diverse Issues in Higher Education* ([www.diverseeducation.com](http://www.diverseeducation.com))
	3. *The Journal of Blacks in Higher Education (*[www.jbhe.com](http://www.jbhe.com)*)*
	4. *Women in Higher Education (*[www.WIHE.com](http://www.WIHE.com))
	5. *Hispanic Outlook in Higher Education* ([www.HispanicOutlook.com](http://www.HispanicOutlook.com))
	6. The Times Higher Education Supplement Online <http://www.thesjobs.co.uk>
	7. Discipline specific national publications
	8. *See Diversity Recruitment Resources for additional sites.*
1. **Recruiting at Meetings and Conferences**: (Who, Where, When, How?)
2. **Direct Mailing to Individuals, Groups, Institutions, Organizations**: (Who and Where?)
3. **Networking and Personal Contacts**: (Who, How and When?)

**Administrative Approval:**

Dean Signature: Date:

***Attach Email Approval from Faculty Affairs and Human Resources***

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| **SEARCH TIMELINE** | **Target Date** |
|  |  |
| 1. Submission of position announcement
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| 1. Meet with Human Resources and Faculty Affairs
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| 1. Prepare Recruitment Plan
 |   |
| 1. Engage in proactive recruitment of candidates
 |   |
| 1. Application review and screening. (Identify Candidates for telephone interviews)
 |   |
| 1. Conduct telephone interviews
 |   |
| 1. Select candidates for on-site interviews and proposed date for visit
 |   |
| 1. Complete reference checks
 |   |
| 1. Conduct on-site interviews
 |   |
| 1. Recommendation to Chair
 |   |
| 1. Recommendation to Dean
 |   |
| 1. Decision on final candidate
 |   |
| **Note: Goal is to complete by the end of Spring Semester.** |  |