**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 |  |
| 1. Meet with Human Resources and Faculty Affairs |  |
| 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.** |  |