COLLEGE OF EDUCATION AND HUMAN SERVICES
FACULTY SEARCH PLAN
(Director/Chair and Faculty Positions)

Note: This form is to be completed by the chair of the search committee and submitted electronically to the Office of the Dean. Associate Dean for Administration. A duplicate copy of this document is to be kept in the Office of the Dean.

Part I. Information about the Position:

School/Department: 
Academic Area(s):

Proposed Title:

Appointment Date: 
Screening Date:

Position Announcement: Attach a copy of the proposed position announcement to this form. See Provost’s webpage for template for position announcement.

Part II. Search Committee:

List chair and members of search committee (include e-mail address of committee chair). Indicate voting and non-voting members of the committee.

Part III. Advertising Plan:

a. Identify all print and electronic media in which ads or position announcements are to appear (include dates of advertisement) (Amend as needed):

b. Attention to diverse audiences (traditionally underrepresented groups—women and minorities)

   1. What publications does the committee plan to advertise in order to attract the attention of traditionally underrepresented groups?

   2. List of groups, organizations, or individuals who will be asked to help publicize the position in general and especially among members of traditionally underrepresented groups (e.g. professional organizations, journals, or newsletters, specialized placement services, professional conferences, websites, and other colleges and universities). Briefly explain what these groups, organizations, and individuals are to do to help promote the position.

   3. Describe how the committee will use formal and informal networks to advertise the position.

c. Describe how members of the search committee are expected to promote this position other than those identified above.

Part IV. Selection Criteria:

Briefly describe the required qualifications, the preferred qualifications as well as additional criteria that the search committee will assess as it selects final candidates from among the applicants.
COLLEGE OF EDUCATION AND HUMAN SERVICES
FACULTY SEARCH PLAN
(Director/Chair and Faculty Positions)

NOTE: COMPLETION AND APPROVAL OF THE FACULTY SEARCH PLAN IS REQUIRED BEFORE A SEARCH MAY START

School/Department:

Position Title:

Submitted by (Chair of Search Committee):

Date submitted:

<table>
<thead>
<tr>
<th>For Administrative Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Approval Granted for the attached Faculty Search Plan</td>
</tr>
<tr>
<td>_____ Approval Granted with Modifications for the attached Faculty Search Plan (see comments)</td>
</tr>
<tr>
<td>_____ Approval Denied for the attached Faculty Search Plan (see comments)</td>
</tr>
</tbody>
</table>

Comments:

__________________________
Signature

__________________________
Date

Completed original form indicating approval/denial of the Faculty Search Plan will be returned to the chair of the search committee. A duplicate copy of the completed form will be forwarded to school director/department chair and a duplicate copy will be kept in the Office of the Dean.