

## FORM 2: RECRUITMENT AND SEARCH PLAN

### Requesting Departmental Information

School: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department (s): \_\_\_\_\_ Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_

### Requesting Departmental Information

New Position: YES or Replacement (check one) Faculty Status: TT Lecturer Tenured (check one)  
 Position Rank/Title: Assist Full Assoc Open (open-could be filled by any title) (check one) Discipline/Field: \_\_\_\_\_  
 Anticipated Start Date: \_\_\_\_\_ Appt. Months: \_\_\_\_\_

### Composition of Search Committee

List "Chair" next to the name of the Chair of the Search Committee.

Name	Title/Rank/Department

**Attach a copy of the certificate of completion of the two CSU EOC training modules for each member of the search committee.**

### Vacancy Announcement

**Attach a copy of the approved vacancy announcement – must be in the new job posting template (approved by department and Dean)**

### Plan for Recruitment

Provide the department's diversity plan (if available) and identify special actions in the search that will address affirmative action outreach efforts.  
 Specify newspapers, professional publications, individual contacts, organizations, etc. you will use to advertise and conduct proactive outreach efforts.  
 Specify outreach beyond traditional advertisements.  
 Specify if disciplinary conferences will be used for advertising the availability of faculty positions.  
 Specify if the department will conduct preliminary interviews at conferences.

### Budget for Recruitment

Based on the proposed plan for recruitment, generate a proposed budget for the recruitment activities including all ads and outreach costs.

**Attach a copy of the proposed budget for the recruitment (approved by Dean)**

**Plan for Advertisement/Job Posting**

List the publications in which advertising will be placed and describe advertising outlets to be used (include institutions and professional organizations to be contacted):

**Attach a copy of the proposed advertisement and copy of the announcement (can be the same) and any cover letter to be used in the mailings.**

**Plan for Initial Selection Process**

Provide a statement describing the process to be used in selecting candidates for interview.

**Attach a copy of the rating form that includes the criteria (derived from job description) that will be used by the search committee to determine which candidates to invite to campus for an interview.**

**Required Approvals:**

Department Chair or Director	Print Name	Signature	Date
Dean	Print Name	Signature	Date
Equity and Diversity Compliance Officer	Print Name	Signature	Date
GRASP (if grant funded position)	Print Name	Signature	Date
Provost	Print Name	Signature	Date

**COPY TO CHAIR, Equity & Diversity Compliance OFFICER, HR, DEAN, & PROVOST**