Proposed Faculty Position:

Rank/Track: ____________________________
Department/Section: ____________________________
Search Committee Chair: ____________________________

Consult with Department Chair regarding recruitment needs
Position included in annual departmental budget report, which must be approved by the SOM.
Forward faculty ad to Faculty Coordinator
Ad approved by SOM AA Officer; Returned to hiring officer

Note: Search Committee should be formed by this time.

Faculty ad must be published in a minimum of two (2) professional journals; internet advertising may substitute one hard copy advertisement.

Names of journals/on line sites noted below:
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________

Have you contacted professional women and minority organizations for the recruitment advertisement?
Have you contacted women and minority scholars in your department/discipline to assist in developing candidate pool?
Formal national search letter from the Search Committee must be sent to universities, schools, departments, graduate groups and minority/women's organizations.
Ads must run at least three (3) months before the department can make an offer. The clock begins when the on-line ad is approved.

To be completed by the Faculty Coordinator:
(The following documents are forwarded to the Faculty Coordinator)

Copy of the ads, including the journal cover and if posted in an on-line site, a copy of the on-line ad.
Ads must include dates of publication and journal titles.
Copy of mailing list for search letter – list should include women and minority organizations
Copy of one search letter (sample letter)
Copy of the letter forwarded to the minority/women's organization(s)