

B. Identify specific efforts to attract female and minority applicants. Answer the following questions about the method for publicizing the opening by circling either “yes” or “no.” Include an explanation if you circle “no.”

Will you place timely advertisements in the major professional journals and registries of the discipline? If not, explain.	Yes No
Will you place timely advertisements in publications (newsletters, journals) of minority and women’s organizations associated with the discipline? If not, explain.	Yes No
Will you advertise in <i>Affirmative Action Register</i> ? If not, explain. (Must advertise in either <i>AAR</i> or in <i>Diverse</i> .)	Yes No
Will you advertise in <i>Diverse: Issues in Higher Education</i> ? If not, explain. (Must advertise in either <i>Diverse</i> or in <i>AAR</i> .)	Yes No
Will you send direct letters to graduate departments? If not, explain.	Yes No
Will you contact minority, women’s, disabled persons’ and veterans’ organizations? If so, specify type of contact and their means to distribute information. If not, explain.	Yes No
Will you request referrals from persons active in the discipline, including women, minorities, disabled persons, and veterans? If not, explain.	Yes No
Will you contact institutions and departments having high enrollments of women, minorities, disabled persons and/or veterans? If so, specify type of contact. If not, explain.	Yes No
Will you actively recruit women, minorities, disabled persons, and veterans at meetings or conferences? If so, specify which conference(s) and the date(s). If not, explain.	Yes No

C. If no minority and female professional publications or organizations will be notified, explain why.

9. Describe any specific difficulties or issues related to this search that the Affirmative Action Committee should consider in evaluating the recruitment plan.

10. Is there any way in which the Affirmative Action Committee can help you in the recruitment process?

11. If in the course of your search you identify any individual or organization that has been especially helpful as a source of minority or women applicants, we would appreciate your providing their names and addresses.
12. Answer the following questions about the position by circling either “yes” or “no.”

Does this position involve supervising other employees?	Yes No
Does this position involve human subjects research?	Yes No
Does this position involve animal contact—Department of Animal Research (DAR) or laboratory work with lab animals?	Yes No
Does this position work in a laboratory?	Yes No
Does this position involve work in a BSL2 or BSL3 laboratory?	Yes No
Does this position involve clinical patient contact?	Yes No
Does this position involve radioactive materials and/or Radiation Devices?	Yes No
Will this employee need unescorted access to an irradiator?	Yes No

13. Report Submitted by

_____	Chair of Search Committee
Print Name	_____
	Signature
	Chair of Department
_____	_____
Print Name	Signature
	Person Completing this Report
_____	_____
Print Name	Signature

College Office Use Only

_____ Vacancy Number

Result in Affirmative Action Committee

_____ Approved

_____ Changes Required (specify changes)

Signature of Affirmative Action Committee Chair
Revised 6/2/08