

EMORY COLLEGE OF ARTS AND SCIENCES FACULTY RECRUITMENT PLAN FOR AFFIRMATIVE ACTION SEARCH

After receiving approval of your search, submit this completed document along with the position advertisement to the Dean_of_Faculty@emory.edu email. You may not place any advertising until you have been given approval of your ad. After the Dean has reviewed the Recruitment Plan and ad, they will be forwarded to the Affirmative Action Committee for final review. Notice of approval to post the ad will be sent to Department Chairs, Search Committee Chairs, and Department lead staff. Lead staff are responsible for then entering the search posting information in the Interfolio Faculty Search module. (See detail procedure guidance at: <http://college.emory.edu/faculty/chairs-directors/department-administration.html>)

1. Department/Program Name
2. Attach a document providing information on the success of the prior 3- 5 searches.
3. Search Position Title
4. Application deadline or “review begins” date
(*check the one you are using*)
Date:
5. Check type of appointment:

<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Regular Part Time
<input type="checkbox"/> Temporary Full Time	<input type="checkbox"/> Temporary Part Time
6. Attach a copy of the advertisement. (Should include everything but the Interfolio search link information)
7. Describe the composition of the department (does not include temporary faculty – only TT and LTF regular faculty). List the number of:

<input style="width: 50px; height: 20px;" type="text"/> Female	<input style="width: 50px; height: 20px;" type="text"/> Male	<input style="width: 50px; height: 20px;" type="text"/> Other
<input style="width: 50px; height: 20px;" type="text"/> Hispanic or Latino	<input style="width: 50px; height: 20px;" type="text"/> Black/African American (Not Hispanic or Latino)	
<input style="width: 50px; height: 20px;" type="text"/> White (Not Hispanic or Latino)	<input style="width: 50px; height: 20px;" type="text"/> Native Hawaiian/Pacific Islander (Not Hispanic or Latino)	
<input style="width: 50px; height: 20px;" type="text"/> Asian (Not Hispanic or Latino)	<input style="width: 50px; height: 20px;" type="text"/> American Indian/Alaskan Native (Not Hispanic or Latino)	
<input style="width: 50px; height: 20px;" type="text"/> Two or More Races (Not Hispanic or Latino)		

8. List the members of the search committee. Note the committee chair and any student members as well as affiliated departments/programs if other than the department conducting the search.

9. Describe the composition of the search committee. List the number of:

	Female		Male		Other
	Hispanic or Latino				Black/African American (Not Hispanic or Latino)
	White (Not Hispanic or Latino)				Native Hawaiian/Pacific Islander (Not Hispanic or Latino)
	Asian (Not Hispanic or Latino)				American Indian/Alaskan Native (Not Hispanic or Latino)
	Two or More Races (Not Hispanic or Latino)				

Please comment on the diversity of the search committee.

10. Please share the Review Criteria established by your search committee or this faculty search.
 (Example of Review Criteria: <http://college.emory.edu/faculty/documents/faculty-hiring/example-of-review-criteria-for-faculty-search.pdf>).

11. Describe your Affirmative Action Recruiting Plan.

A. List the full names of all publications in which you will place the advertisement. List whether the ad will appear in print, on-line, or both; the date you expect the ad to first appear; and the length of time you expect the ad to run.

Name of Publication	Print, On-Line, or Both	Expected Start Date of Ad	Duration of Ad

B. Identify specific efforts to attract female and minority applicants. Answer the following questions about the method for publicizing the opening by checking either “yes” or “no.”

<p>Will you place timely advertisements in the major professional journals and registries of the discipline? Please comment.</p>	<p>Choose an item.</p>
<p>Will you place timely advertisements in publications (newsletters, journals) or minority and women’s organizations associated with the discipline? Please comment.</p>	<p>No</p>
<p>Will you send direct letters to graduate departments? Please comment.</p>	<p>Choose an item.</p>
<p>Will you contact and request referrals from persons active in the discipline including minorities, women, disabled persons’ and veterans’ organizations? Please comment.</p>	<p>No</p>
<p>Will you send direct letters to graduate departments? Please comment.</p>	<p>Choose an item.</p>
<p>Will you contact and request referrals from persons active in the discipline including minorities, women, disabled persons’ and veterans’ organizations? Please comment.</p>	<p>No</p>

12. Please describe any additional efforts you will make to attract a diverse pool of candidates.



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



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



15. 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 you providing their names and contact information here:




16. Answer the following questions about the position by checking either “yes” or “no.”


Does this position involve supervising other employees?	Choose an item. No
Does this position involve human subjects research?	Choose item. No


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

17. Report Submitted by


Print Name


Chair of Search Committee


Signature


Print Name

Chair of Department


Signature


Print Name

Person Completing this Report


Signature

Please submit the completed form along with the attachments to the Dean_of_Faculty@emory.edu.