

Faculty Recruitment Plan for Affirmative Action Search

After receiving authorization of your search, upload this completed Recruitment Plan, along with the position advertisement, to the One Drive Folder titled: [ECAS Faculty Hiring Materials for Departments](#) in the specific department folder for the approved search. Once materials have been uploaded, please inform Shannon DeMyers at Dean_of_Faculty@emory.edu that your materials are ready for review in the OneDrive folder. After your Divisional Dean has reviewed the Recruitment Plan and job ad, these documents will be reviewed by the Affirmative Action Committee. No ads should be placed until you have received notice of approval from Shannon DeMyers. 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 Detailed Faculty Search Procedures at: <https://college.emory.edu/faculty/chairs-directors/index.html>).

1. Department/Program Name: _____
2. Attach a separate document providing information on the success of the prior 3-5 searches (i.e. comment on number of authorized searches, success rate, diversity of candidates hired, etc..).
3. Search Position Title (i.e. Assistant Teaching Professor):

4. Anticipated Date of Job Posting: _____
5. Anticipated Application Deadline Date: _____
6. Check type of appointment:
 Regular Full-Time Regular Part-Time
 Temporary Full-Time Temporary Part-Time
7. Attach a copy of the advertisement. (Should include everything but the Interfolio search link information). The ad should close no earlier than 60 days from the posting date. All applications received within 60 days of posting must receive a full review. Initial review can begin no earlier than 30 days from the posting of the ad.
8. Emory University is committed to affirmative action and fair employment. As an affirmative action employer and federal contractor, our Affirmative Action (AA) goal plan requires that we collect current faculty as well as job candidate demographic information related to sex/gender and race/ethnicity. The intention of asking for this faculty demographic data in your Recruitment Plan is two-fold: (i) it allows your department to take into account and purposefully reflect on the current diversity of its faculty (Q.8) and search committee (Q.10 below) in terms of sex/gender and race/ethnicity; and (ii) it gives your search committee an opportunity to develop best practices in faculty hiring from the very beginning of your search process and achieve the AA goal plan of actively recruiting and advancing qualified women, minorities, and members of historically underrepresented groups.

You may gather this demographic information from your department’s “Faculty Availability Analysis” data provided by the Office of Equity and Inclusion (OEI). Please contact chelsee.werneck@emory.edu in OEI if you require assistance. Alternatively, if your faculty wish to share their self-identification information using the more inclusive categories below, you may enter this information here. If a faculty member chooses not to self-identify, they are not required to do so. This can be noted under “identity not disclosed” (Note: The sex/gender self-identification process for the federal government, and therefore accessible through the OEI, currently only includes the categories of female and male. Emory University is working on integrating more inclusive gender categories including Cisgender Woman, Cisgender Man, Transgender Woman, Transgender Man, Non-binary, Genderqueer, Genderfluid). The sum of “Female”, “Male” and “More inclusive response” should add up to the total number of faculty members.

Please use the faculty availability analysis data you have access to and/or the information that your faculty have chosen to share to describe the composition of the department. This does not include temporary faculty – only Tenure Track and Teaching Track regular faculty.

Total number of faculty members: _____

Sex/Gender Information	Number of faculty
Female	
Male	
More inclusive response (trans, nonbinary, genderqueer, genderfluid, gender identity not disclosed)	
Race/Ethnicity	Number of faculty
Hispanic or Latino	
Black/African American (not Hispanic or Latino)	
White (not Hispanic or Latino)	
Native Hawaiian/Pacific Islander	
Asian (not Hispanic or Latino)	
American Indian/Alaskan Native (not Hispanic or Latino)	
Race/Ethnicity not listed (may specify here: _____)	
Race/Ethnicity not disclosed	
Two or More Races (not Hispanic or Latino)	

Please use this space if you wish to further comment on the faculty composition of the department.

9. 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.

10. Please work with your search committee members and use the Faculty Availability Analysis data, or the information they choose to share to describe the composition of the search committee:

Sex/Gender Information	Number of faculty
Female	
Male	
More inclusive response (trans, nonbinary, genderqueer, genderfluid, gender identity not disclosed)	
Race/Ethnicity	Number of faculty
Hispanic or Latino	
Black/African American (not Hispanic or Latino)	
White (not Hispanic or Latino)	
Native Hawaiian/Pacific Islander	
Asian (not Hispanic or Latino)	
American Indian/Alaskan Native (not Hispanic or Latino)	
Race/Ethnicity not listed (may specify here: _____)	
Race/Ethnicity not disclosed	
Two or More Races (not Hispanic or Latino)	

Please use this space if you wish to further comment on the faculty composition of the search committee.

11. Please share the Review Criteria established by your search committee for this faculty search.

(Example of Review Criteria: <http://college.emory.edu/faculty/documents/faculty-hiring/example-of-review-criteria-for-faculty-search.pdf>)

Review Criteria Attached

12. Describe your Affirmative Action 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. There should be 60 days between the time the position is posted and close of review.

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

- b. Identify specific efforts to attract applicants who are female and/or from historically underrepresented groups. Answer the following questions about the method for publicizing the opening by checking either “yes” or “no.”

Will you place timely advertisements in the major professional journals and registries of the discipline? Please comment below.	Yes No
Will you place timely advertisements in publications (newsletters, journals) or minority and women’s organizations associated with the discipline? Please comment below.	Yes No
Will you send direct letters to graduate departments? Please comment below.	Yes No

Will you contact and request referrals from persons active in the discipline including minorities, women, disabled persons' and veterans' organizations? Please comment below.	Yes No
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13. Please describe any additional efforts you will make to attract a diverse pool of candidates.

14. Describe any specific difficulties or issues related to this search that the Affirmative Action Committee should consider in evaluating the Recruitment Plan.

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

16. 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:

17. Answer the following questions about the position by checking 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 contract?	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

This plan has been reviewed by the Chair of the department and if separate, the chair of the search committee.

**Recruitment Plan Completed
and Submitted by:**

Print Name

Signature

Date