

# SEARCH AND SELECTION PLAN FOR PERMANENT APPOINTMENTS

Form D

This form is intended to provide instructions to the Search Committee as to the scope and nature of its responsibilities. It will be necessary to provide the responses to Sections II & IV as attachments to this document.

## I. GENERAL INFORMATION

Position Title	Department and Division
Position Number	Search Committee Chair (telephone number & email address)

## II. PROPOSED RECRUITMENT METHODS:

- Advertisements in professional publications; list publication name, targeted advertisement date and a copy of the text desired
- Notice to other institutions/laboratories/programs; list names, dates of meetings and texts
- Recruitment at major professional meetings and conferences; list names, dates of meetings, and recruiters
- Newspaper advertising; list names, targeted advertisement date, and a copy of the text desired
- Notices sent to placement services at other institutions, include institutional name
- Minority organizations/publications: List names, issues of publications and text desired
- Listservs/internet recruiting sources: List websites

## III. WHAT SPECIFIC EFFORTS WILL BE MADE TO ATTRACT UNDERREPRESENTED GROUP APPLICANTS?

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## IV. DESCRIPTION OF THE COMMITTEE SEARCH AND SELECTION PROCEDURES (Please attach documentation):

- A. Quorum Policy
- B. Decision Making Procedures
- C. Criteria to be used in judging applicants

## V. AUTHORIZATION

_____ Search Committee Chair	_____ Date
_____ EEO/AA Officer	_____ Date
_____ Vice President/ Provost	_____ Date
_____ President (if appropriate)	_____ Date