

ATTACHMENT D

Faculty Job Announcement Form and Recruitment Plan

**Appalachian State University
Office of Human Resources**

Form 1

This form is to be completed prior to advertising for a vacant or newly created Faculty position. A copy of this signed form must be sent to the department chair/director, dean (if applicable), and Academic Affairs for their approval. Please note that the position is not to be advertised until the search committee chair receives her/his copy which has been signed by all the appropriate persons. Add additional pages as needed.

1. Department: _____ Position Number: _____
Position Title: _____ Suggested Salary Range: _____

EHRA Category Administrator Tenured/Tenure-Track Faculty
(Check one) Professional, without Non-Tenure-Track Faculty
Academic Rank

Initial Review Date: _____ Proposed Date of Hire: _____

2. **Recruitment Plan**

a. Publications/Electronic Media List (List serves etc.)

Keep copies of all advertisements, or proof of payment, used in the search and attach to the final compliance report (Form 3) at the end of the search.

Names of Publications/List serves:

The university automatically posts Faculty job announcements in the following three (3) online locations: Appalachian HRS, The Chronicle of Higher Education, HigherEd Jobs, and Local Job Network.

List all other publications/list serves utilized:

Print ads for faculty positions are no longer required when seeking labor certification applications for university professors. However, if the search committee would like a print advertisement placed in the Chronicle of Higher Education, please forward the advertisement to employment@appstate.edu, and Academic Affairs will place the ad.

Name of person to whom the invoice should be sent:

b. Indicate organizations or associations within a discipline or special contacts to whom recruitment letters will be sent.

Person/Organization:

c. Conference recruitment will occur at:

Conference Location Date(s) University Representative

d. Attach an outline of all efforts that will be made to locate and recruit underrepresented populations.

3. Search Committee Chair:

Chair: _____
Name

4. Please attach completed Attachment C (required).

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE.

Search Committee Chair _____ Date _____

Approved by:

1. Dept. Chair/Director _____ Date _____

2. Dean (if applicable) _____ Date _____

3. Academic Affairs _____ Date _____

4. Vice Chancellor or _____ Date _____
Designee

Appalachian State University
A member institution of The University of North Carolina
An Affirmative Action/Equal Opportunity Employer