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:			Sugg	ested Salary Range:
EHRA (Check	Category one)		Administrator Professional, without		Tenured/Tenure-Track Faculty Non-Tenure-Track Faculty
			Academic Rank		
Initial H	Review Date:			Prop	osed 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:

Formal print ads for faculty positions that appear in a publication are no longer required when seeking labor certification applications for university professors. However, if the search committee would like a print advertisement placed in a publication, they would work directly with the publisher. Any shortened version of the approved ad (attachment C) must have a reference back to the full advertisement located on The Office of Human Resources site. For example at the end of the ad, include the following language, "For a complete job description and application procedures see, https://hr.appstate.edu/employment/faculty-vacancies".

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

c. Conference recruit	at:	
<u>Conference</u>	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 Designee	Date

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