

Appendix A

Arkansas State University
Administrative/Faculty/Other Professional Non-Classified Positions

RECRUITMENT AND SELECTION PLAN

Position # _____

Position Title _____ **Department** _____

Please check the recruiting activities you will use in your search, paying particular attention to the attachments requested for certain activities.

I.

- _____ 1. Place advertisements in appropriate professional journals, newsletters, and job registries. **(Please attach a copy of the position description and wording for ad and list the publications).**
- _____ 2. Specifically geared to the attention of minority persons. **(Please list the publications and attach copy of the ad).**
- _____ 3. Place advertisements in local and regional news media. **(Please provide names of media sources and attach copy).**
- _____ 4. Send letters to academic departments that might have degree candidates who qualify as candidates for the position. **(Please attach copy of form letter and list departments).**
- _____ 5. Utilize personal professional contacts to solicit the names of potential candidates specifically. **(Please list contacts on a separate sheet).**
- _____ 6. Identify minority candidates specifically.
- _____ 7. Contact potential candidates at professional meetings. **(Please list professional meetings and dates).**
- _____ 8. Contact minorities who are presently candidates for degrees. **(May not be applicable to faculty positions).**
- _____ 9. Contact individuals referred by minorities presently on the staff or faculty.
- _____ 10. Utilize relevant professional files, registries, and data banks to identify potential minority candidates.
- _____ 11. Utilize lists of names from previous searches for a similar position in the department.
- _____ 12. Consider candidates currently in temporary or non-tenure positions.
- _____ 13. Utilize relevant organizations, associations, and agencies in making individual referrals for the position. **(Please list on a separate sheet).**
- _____ 14. Utilize assistance of Offices of Affirmative Action and Diversity in identification of qualified minorities.
- _____ 15. Contact minorities teaching at predominantly minority colleges.
- _____ 16. Contact minorities currently holding professional positions in independent research institutions, industry, government, law firms, hospitals, etc.
- _____ 17. Register the position with Human Resources for advertising. **(Automatic through OAA).**
- _____ 18. Other **(Please specify)**. _____

II.

A description of the Committee screening and selection procedures. This should include the committee policy on quorum, voting procedures, and criteria to be used in judging applicants.

A. Membership of Search Committee; include name, race, and gender.

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

Name _____ Race _____ Gender _____

B. Quorum Policy.

C. Voting Procedures

D. Criteria to be used in judging applicants.

Unit Head

Date

Vice Chancellor for Research and Academic Affairs

Date

Assistant to the President for Diversity Initiatives

Date