



**FACULTY REQUISITION FORM & RECRUITMENT PLAN
TENURE/TENURE TRACK**

Position Information

Anticipated Appointment Date: _____

Position Title: _____

Replacement: Yes No Faculty member being replaced: _____

Open until: Filled Applicant Count: _____ Date: _____

Department / Program Name: _____ College: _____

Dean: _____

Department Chair: _____

Search Committee Chair: _____

Required Application Documents

(Should be consistent with position announcement)

- Letter of Interest Curriculum Vitae Contact information for at least 3 Current References Transcript

Other: _____

Search Committee Information

Name	Department	Position Title	E-mail Address

Active Recruitment Activities

Please enter the name(s) of each Search Committee member below along with a minimum of five (5) active recruitment activities each member will commit to throughout the faculty search process.

Name of Search Committee Member:	
Recruitment Activities:	

Name of Search Committee Member:	
Recruitment Activities:	

Name of Search Committee Member:	
Recruitment Activities:	

Name of Search Committee Member:	
Recruitment Activities:	

Name of Search Committee Member:	
Recruitment Activities:	

Name of Search Committee Member:	
Recruitment Activities:	

Please enter any additional active recruitment activities in the box below.

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External Advertisements

Source Name	Outreach Type	Posting Date	Ad Format

External Advertisements provided by Human Resources/Equal Opportunity/Office of the Provost

Source Name	Outreach Type	Posting Period	Ad Format	Cost
Higher Ed Jobs	Job Board	Until filled	Web	\$0
UTEP Web Page	Employment Website	Until filled	Web	\$0
Veterans Connect	Veteran	Until filled	Web	\$0
Military Vet Jobs	Veteran	Until filled	Web	\$0
Veteran Job Line	Veteran	Until filled	Web	\$0
Disability Connect	Individuals with Disabilities	Until filled	Web	\$0