

**Faculty Recruitment Plan**

**Tenure / Tenure-Track**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **FY:** | 2018-2019 | | | | **Target Hire Date:** | | April 1st |
| **College:** | |  | | | **Dept./Program Name:** |  | |
| **Position Title:** | | |  | | | | |
| **Search Committee Chair:** | | | |  | | | |

**All Faculty Recruitment Plans should include diversity outreach initiatives**

Diversity outreach refers to sources that target protected minority candidates, for a list of diversity sources go to [www.utep.edu/eoaa](http://www.utep.edu/eoaa).

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| **Equal Opportunity Office** | | | | | |
| **Source Name** | **Outreach Type** | **Diversity Outreach** | **Posting Period** | **Ad Format** | **Cost** |
| UTEP Web Page | Employment Website | No | Until filled | Web | $0 |
| American Association of Hispanics in Higher Education (AAHHE) | Job Board | Yes (Hispanics) | Until filled | Web | $0 |
| Faculty for the Future | Job Board | Yes (Women) | 60 days | Web | $0 |
| Hispanic Outlook | Employment Website | Yes (Hispanics) | 30 days | Web | $0 |
| Southern Regional Ed Board (SREB) | Job Board | Yes (Women) | Until filled | Contact | $0 |
| The Registry, Texas Tech Database | Job Board | Yes (All diversity) | 60 days | Contact | $0 |
| Women in Higher Education | Employment Website | Yes (Women) | 30 days | Web | $0 |
| Minority Postdoc | Web Portal | Yes (All diversity) | Until filled | Web | $0 |
| American Indian Graduate Center | Job Board | Yes (American Indian) | Until filled | Web | $0 |

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| **Human Resources Office** | | | | | |
| **Source Name** | **Outreach Type** | **Diversity Outreach** | **Posting Period** | **Ad Format** | **Cost** |
| Ability Jobs | Job Board | Yes | 30 days | Web | $0 |
| Ability Links | Job Board | Yes | Until filled | Web | $0 |
| Marine Executive Association | Job Board | Yes | 60 days | Web | $0 |
| Texas Workforce Commission | Job Board | No | Until filled | Web | $0 |

| **External Advertisements** | | | | | | | |
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| **Will HR be assisting you with external advertisements?  Yes  No**  **If so, please indicate in the last column below.** | | | **Account Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Source Name** | **Outreach Type** | **Diversity Outreach** | | **Posting Period** | **Ad Format** | **Cost** | **HR** |
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| **EO Office Use Only** | |  |
| **EO Tracking Number:** |  | |
| **Hirexon Job ID:** |  | |

**GENERAL INSTRUCTIONS**

FACULTY RECRUITMENT PLAN FORM

**GENERAL INFORMATION**

* **Fiscal Year (FY):** Fiscal year in which the recruitment process will take place.
* **Target Hire Date:** Expected hire deadline set by the Provost (April 1st); if date is surpassed without a hire, Provost approval will be necessary for the continuation of the search.
* **College:** Name of hiring college.
* **Department/Program Name:** Name of hiring department or program for which the faculty position will be reporting.
* **Search Committee Chair:** Name of person chairing the search committee.
* **\*All Faculty Recruitment Plans should include diversity outreach initiatives.**

**EQUAL OPPORTUNITY (EO) OFFICE**

* All faculty positions are advertised by EO on the University’s Faculty Employment Opportunities web page ([**http://utep.edu/employment**](http://utep.edu/employment)**)** at no cost.
* The advertisement under this section will be posted for the specified posting period at no cost to the department or college with purpose to increase diversity of the applicant pool.
* The EO office will advertise in diversity sources related to the faculty search and document it in the faculty recruitment plan.

**HUMAN RESOURCES (HR) OFFICE**

* All faculty positons will be advertised by the HR Office at the sources listed under this section.
* The advertisement under this section will be posted for the specified posting period at no cost to the department or college.

**EXTERNAL ADVERTISEMENTS**

* **Will the HR Office be placing the advertisements for this position?:** Check **YES** if the HR Office will assist in the placement of the external advertisement(s) or check **NO** if the advertisements will be placed by someone else.
* **Account number to be charged for advertisements:** If the HR Office **will** assist in the placement of the advertisement(s), indicate department account number to be billed for advertisement costs. Usually the department M&O account can be used.
* **Source Name:** Indicate the name of the source where the positions announcement will be advertised.
* **Outreach Type**: Indicate the category of outreach that the source or effort is considered; the following options are available: Employment website, listserv, direct mailing, conference, nomination request, database, job board, meetings, networking, newsletter, personal contact, professional organization and seminar.
* **Diversity Outreach**: Specify yes or no if the source where the position is advertised is considered a source that reaches out to protected minority population.
* **Posting Period**: Define the time that the position will be posted at the external source (i.e.: 60 days, 4 weeks, until filled).
* **Ad Format**: Indicate the format of the source on how the external advertisement will be disseminated; the options available are the following: contact, email, print or web.
* **Cost:** State the cost incurred for the external advertisement according to the posting period stipulated.
* **The HR Office:** Select the box for those advertisements that will be posted with the assistance of the HR Office.