ST. CLOUD STATE UNIVERSITY
AFFIRMATIVE ACTION RECRUITMENT PLAN

Indicate type of search:

MnSCU ADMINISTRATOR	**MSUAASF**
☐ At Will ☐ Interim/Fixed-Term	☐ Probationary ☐ Interim/Fixed-Term

Position #: _____ Position Title: _____

College/School/Unit: _____ Dept/Program: _____

Replacement for (If new, indicate "new"): _____

Screening Committee Chair: _____ Chair Email: _____

Chair Phone #: 308-_____

Committee Members: _____ _____

_____ _____ _____

The Notice of Vacancy (NOV) and Position Description (PD) should be submitted to EAAO along with this form.
The Office of Equity & Affirmative Action posts all NOVs on the following sites:

- SCSU and MnSCU Employment Opportunities websites
- HERC (Higher Ed Recruit Consortium) website
- Persons with disabilities site
- MinnesotaDiversity.com website
- HigherEdJobs.com website
- Veterans job site

Contact the Office of Equity & Affirmative Action (308-5123) for assistance regarding other recruitment strategies.

Recruitment Strategies:

(1) **Departmental/Organizational Recruitment** – list journals*, newsletters*, websites*, listservs, conferences where position will be advertised:

_____

* cost to be assumed by department

(2) **Paid Advertising** (Academic Affairs will assume responsibility for **one paid advertisement**. Note: All advertisements must be approved by and placed by the Office of Equity & Affirmative Action). If position is a probationary position, a national print ad is required.

_____

(3) List affirmative action efforts by department to recruit applicants from underutilized groups:

_____

(4) Present department/unit composition (in full-time FTE):

_____ Males _____ Females _____ Persons of Color

(5) Proposed timeline for Search (fill in date for each step):

1. Review of Applications begins _____
2. Finalists selected _____
3. Interviews completed _____
4. Finalist Names forwarded to Hiring Authority _____

Approvals:

_____ _____

Director/Supervisor Date Vice President Date

_____

Equity & Affirmative Action Officer Date

(Submit signed form to the Equity & Affirmative Action Office. Copy of approved form will be emailed to the department/unit and VP.)
(Revised 05-11)