

**ST. CLOUD STATE UNIVERSITY  
AFFIRMATIVE ACTION RECRUITMENT PLAN**

Indicate type of search:

<b>MnSCU ADMINISTRATOR</b> ____ At Will      ____ Interim/Fixed-Term	<b>MSUAASF</b> ____ Probationary      ____ Interim/Fixed-Term
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Position #: \_\_\_\_\_ Position Title: \_\_\_\_\_

College/School/Unit: \_\_\_\_\_ Dept/Program: \_\_\_\_\_

Replacement for (If new, indicate "new"): \_\_\_\_\_

Screening Committee Chair: \_\_\_\_\_ Chair Email: \_\_\_\_\_

\_\_\_\_ Bargaining Unit membership appointed/approved by B.U. rep\*      Chair Phone #: 308-\_\_\_\_\_

Committee Members: \_\_\_\_\_

\*contact VP of Admin. Affairs to request membership from appropriate Barg. Units

**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 NOV's 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