

ST. CLOUD STATE UNIVERSITY

Position #: _____ **AFFIRMATIVE ACTION RECRUITMENT PLAN** Requisition # _____
for MSUAASF or Minnesota State ADMINISTRATOR searches Salary Range # _____

Indicate type of search:

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

Position Title: _____

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

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

Note: Search Committee Membership Request form should be submitted separately to Human Resources.

*****Notice of Vacancy (NOV) and Position Description (PD) must be submitted to Office of Equity & Access (OEA) along with this form. *****

Human Resources posts all NOV's on the following sites:

- SCSU and Minnesota State Employment Opportunities websites - TheRegistry.com
- HERC (Higher Ed Recruit Consortium) website - HigherEdJobs.com website
- With posting at MN State positions will automatically post to HERC
- Persons with disabilities site - Veterans job site-MinnesotaWorks.net

Contact Human Resources (308-3203) for assistance regarding additional recruitment strategies.

Recruitment Strategies:

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

* cost to be assumed by department

(2) **Paid Advertising:** Academic Affairs will assume responsibility for **one paid advertisement** in the *Chronicle of Higher Education* (online version) for **probationary MSUAASF and Administrator** positions housed in the Academic Affairs division. All other paid advertisements are the responsibility of the department and/or division. The *Chronicle of Higher Education* ad will be placed by a Human Resources staff member. Note: All advertisements must be approved by EAAO. If the position is probationary, a national ad is required.

(3) List affirmative action efforts by department to recruit applicants from underutilized groups (consult with OEA 308-5123 for assistance):

(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 of above and attached Notice of Vacancy:

Hiring Manager (Dean/Assoc. Provost/Director) Date
Date

Vice-President/Provost/President

Equity & Affirmative Action Officer

Date

(Submit signed form to the Equity & Affirmative Action Office. Copy of approved form will be emailed to the department/hiring unit)

