

**ST. CLOUD STATE UNIVERSITY  
AFFIRMATIVE ACTION RECRUITMENT PLAN  
- FACULTY SEARCHES -**

Position #: \_\_\_\_\_ Requisition # \_\_\_\_\_  
College/School: \_\_\_\_\_ Dept/Program: \_\_\_\_\_  
Position available: \_\_\_\_\_ Rank: \_\_\_\_\_  
Type of Position: \_\_\_\_\_ Fixed-Term, Non-Probationary (FTNP) \_\_\_\_\_ Probationary/Tenure-Track  
Replacement for (If new, indicate "new"): \_\_\_\_\_  
Screening Committee Chair: \_\_\_\_\_ Chair Email: \_\_\_\_\_@stcloudstate.edu  
Chair Phone #: 308- \_\_\_\_\_  
Committee Members: \_\_\_\_\_

**The 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 MnSCU Employment Opportunities websites
- HERC (Higher Ed Recruit Consortium) website
- Persons with disabilities site
- TheRegistry.com
- HigherEdJobs.com website
- Veterans job site-MinnesotaWorks.net

Contact the Office of Equity & Access (308-5123) for assistance regarding additional 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** in the **Chronicle of Higher Education** (online version) for **probationary IFO** 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:

\_\_\_\_\_

(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:

\_\_\_\_\_  
Hiring Manager (Dean/Assoc. Provost) Date Vice President/Provost/President Date

\_\_\_\_\_  
Equity & Affirmative Action Officer Date