

Recruitment & Advertising Plan

2026-2027

This plan documents advertising and recruitment strategies the search committee will use to attract a wide-range of diverse and qualified applicants, particularly from underrepresented groups.

Step 1: The department chair or school director collaborates with the search committee to complete the recruitment plan. At the first search committee meeting, please discuss and outline the plan.

The search committee for every department/school recruitment should be formed by the Week of:

[Empty text box for week of formation]

Step 2: Submit the detailed plan to FAD for review and approval.

Deadline to submit to FAD:

[Empty text box for deadline]

Step 3: The department chair or school director shares the approved recruitment plan with the department.

Step 4: Members of the search committee and the department implement the strategies outlined on the targeted dates, and the Committee Chair provides FAD with requested updates on the implementation of the plan.

(This form is a template and may be modified).

College: [Empty text box]

Department: [Empty text box]

Position Title/Rank: [Empty text box]

Committee Chair: [Empty text box]

Committee Members: [Empty text box]

[Empty text box]

[Empty text box]

[Empty text box]

Search Timeline (approx.): From: [Empty text box]

To: [Empty text box]

Please attach your detailed search timeline. The timeline should, at a minimum, include the application due date, dates by which the applications will be screened, initial, semi-finalist, and finalist lists sent to FAD, semi-finalists contacted for phone interviews, and campus visits scheduled.

Evaluation Criteria

Please attach the rubrics the committee will use in evaluating and hiring associated with the recruitment plan. You may need different rubrics for different phases of the search process (e.g., *initial applicant screening, semi-finalist selection, and campus visit evaluation*). Example rubrics can be found [here](#).

Additional Information

Please note any additional and/or relevant information related to the search.

Reviewed By

Department Chair:

Date:

College Dean:

Date:

Associate Provost, FAD:

Date: