**AAP Form 2**

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| --- | --- |
| **Search #** |  |

#### **AFFIRMATIVE ACTION SEARCH PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department |  | PCN | Position Title / Rank |  |

INSTRUCTIONS: See pages 11-16 of the **Hiring and Search Manual.** The Office of Diversity and Equity and/or Human Resources may make necessary editorial changes to draft advertisements to ensure consistency, conformance with AA requirements, and space.After approval of the Search Plan, Human Resources will place the advertisements.

**ADVERTISING SOURCES:**

|  |  |  |
| --- | --- | --- |
| *(Recommended newspapers, journals, websites* |  | Banner index to be charged: |
| ***All instructional and library faculty positions will be posted on the following websites: The Chronicle of Higher Education, Diversejobs.net and Higheredjobs.com*** | | |
|  |  | (*Human Resources Dept)* |
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**ADDITIONAL SEARCH COMMITTEE RECRUITMENT EFFORTS:**

*(e.g..; ListServs; e-mail distribution lists; mailing lists, attendance at conferences, networking, etc.)*

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| **PROPOSED SEARCH COMMITTEE:** *(Must include a member of an underrepresented group)* | | | | | | | | | | | | | |
| **Race/Ethnicity**: **W** = White **B** = Black **H** = Hispanic **O** ­­= Other **U** = Unknown | | | | | | | | | | | | | |
|  |  |  |  | Gender |  | Race/  Ethnicity |  |  |  |  | Gender |  | Race/  Ethnicity |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Chair |  |  |  |  |  |  | 4 |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  | 5 |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  | 6 |  |  |  |  |  |

***Approvals:***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  | 2 |  |  |
|  | Department Head | Date |  |  | Dean/Director | Date |
| 3 |  |  |  | 4 |  |  |
|  | Executive Officer | Date |  |  | Chief Diversity Officer or designee | Date |

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