AAP Form 2

**Search #**

**AFFIRMATIVE ACTION SEARCH PLAN**

|  |  |
| --- | --- |
| Department | Position Title |

# INSTRUCTIONS: Complete the AAP Form 2, attach a draft of the proposed advertisement & submit via Adobe sign.

**PROPOSED AD** (*Attach a draft of the proposed advertisement) Please see attached sample.*

The advertisement is not a job description. The ad must include required and preferred qualifications and state either a deadline for applications or a date to begin review of applications. Please note: If no deadline to submit applications is specified, all applications must be reviewed until the position has been filled. No position may be advertised until the AAP- 2 form has been approved. Any changes require approval of the signatories.

# ADVERTISING

*(The Human Resources Department provides funding for one reasonably priced classified ad. Additional advertising, with the exception of ads paid for by MRRC and MRMC, is the responsibility of the hiring department).*

|  |  |
| --- | --- |
| Recommended journals/newspapers for advertisements: | Banner index to be charged: |
| *(Specify print or web)* |  |
|  | (*Human Resources Dept)* |

# ADDITIONAL RECRUITMENT EFFORTS

*(Include anticipated attendance at conferences, postings, electronic mailing lists, networking, etc.)*

**PROPOSED SEARCH COMMITTEE**

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 Chair |  |  |  | 4 |  |  |  |
| 2 |  |  |  | 5 |  |  |  |
| 3 |  |  |  | 6 |  |  |  |

*Search Plan Approved by:*

|  |  |  |  |
| --- | --- | --- | --- |
| 1 |  | 2 |  |
| Department Head | Date | Dean/Director | Date |
| 3 |  | 4 |  |
| Executive Officer | Date | Regulatory Affairs | Date |

**Once Regulatory Affairs has approved this form, the ad will be placed by the Human Resources Department.**

Rev. 9/2025