**ACADEMIC AFFAIRS**

**Teaching and Research Faculty**

**Recruitment Plan**

**College of** Click here to enter name of college.

**Department/School of** Click here to enter name of deparment/school.

**POSITION INFORMATION: REQUIRED INFORMATION**

**Position #** Click here to enter number. **OR New Position NIR #** Click here to enter number.

*Mark with an* ***X*** *the type of position you are recruiting for:*

**Chair/Director** Mark with X. **Tenured** Mark with X.

**Tenure Track** Mark with X. **Special Purpose (SP)** Mark with X.

**Full-time Temporary (FTT)** Mark with X.

**List Members of Search Committee:**

Click here to enter name.Click here to enter name.

Click here to enter name.Click here to enter name.

Click here to enter name.Click here to enter name.

Click here to enter name.Click here to enter name.

**Time Schedule for Recruiting Activities:**

**ACTIVITY DATE**

**Submit position Announcement** Click here to enter date.

**Briefing of Search Committee by Dean and** Click here to enter date.

**member of Human Resources**

**Advertise in national media** Click here to enter date.

**Search Committee begins review of applications** Click here to enter date.

**Telephone interviews with selected candidates** Click here to enter date.

**Recommend finalists** Click here to enter date.

**Expected dates for campus interviews** Click here to enter date.

**Strategies for Obtaining a Diverse Pool of Applicants:**

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

**Approved by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair of the Search Committee Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair/School Director Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Provost Date**

***Office of the Provost Use Only***

***Maximum amount budgeted for this position $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Please include a paper copy of the proposed advertisement and once the ad is approved a Word version will need to be sent to*** [***vtaylor@radford.edu***](mailto:vtaylor@radford.edu) ***so it can be posted on the Provost website.***