

**Equal Opportunity and Affirmative Action Programs
RECRUITMENT PLAN 2016-17**

(This document is to be attached to Faculty e-Doc Vacancy Notice Form in One.IU.edu)

Position Name: _____

Department: _____

I. ADVERTISING

A. All national searches for faculty will be advertised in the **Chronicle of Higher Education** at campus expense (this is the block AD placed by Academic Affairs).

Units may elect to have individual ADs in these publications if warranted, at the unit's expense. Please indicate below if you want in addition to the Block AD an individual AD placed in the **Chronicle of Higher Education or Diverse: Issues in Higher Education** or any other publications at the department's expense.

B. Additional Ads to be placed:

Account Number to be Charged for Advertisement Expenses Indicated Below: _____

Journal Name (Attach copy of advertisement and specific AD request, i.e., time period, cost, etc.)	*Request HR place AD (Yes or No)	Proposed AD date	**Cost
Chronicle of Higher Education (optional)			
Diverse: Issues in Higher Education (optional)			
HigherEdJobs.com (optional)			<i>No Cost for Individual Ads</i>
Insight into Diversity (optional) <i>Formerly Affirmative Action Register</i>			
Other (please designate)			
(Additional publication, journal, etc.)			
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(Additional publication, journal, etc.)			

***If chair would like HR to place an ad, please send a copy of the approved Recruitment Plan and ad to HR along with purchase order.**

****Please enter the exact cost of the AD to be placed**

(If more space is needed, attach a separate sheet)

C. Other Sites: (i.e., List serves, etc. Attach copy of listing or advertisement)

Other Sites	*Request HR place AD (Yes or No)	Proposed AD date	**Cost

II. Other efforts to solicit candidate names (letters, phone calls, etc., attach sample letters or communications if applicable).

(If more space is needed, attach a separate sheet)

III. Discussion of the recruitment plan scope. (Why advertise where indicated?)

Comments:
