

ATTACHMENT A_SEARCH PLAN AUTHORIZATION

SEARCH NUMBER.....

SEARCH TITLE.....

DATE.....

SEARCH PLAN

Send to: Dean of The Heller School for Social Policy and Management

Rank Proposed Hiring Date

1) Names of Search Committee members, starting with the Chair

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1a) Define and count demographics; How do you define and achieved heterogeneity in the search committee (e.g., gender, race or ethnicity, or any other defining characteristics)

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1b) List names of those who will interview candidates other than the Search Committee

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2) Have any candidates been identified for the position prior to advertising?.....

Names of individuals

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Sources of referral

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3) Where and when will interviews occur (e.g., on campus or identify off-campus location):

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4) Which resources will be used for outreach to attract women and minority candidates (e.g., professional associations' female and/or minority subgroups)?

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4a) List the ways you plan to follow-up with these outreach resources

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5) Where do you intend to advertise the position? (Please attach a copy of the advertisement.)

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6) Please attach a copy of the job description

7) Please attach a copy of the recruiting letters and list the universities and individuals to which letters will be sent.

Signatures:

Search Committee Chair Date

Search Committee Diversity Date
Representative

Associate Dean, Research, Heller Date
School for Social Policy and
Management

Dean of the Heller School for Date
Social Policy and Management