**Teaching (Instructional) Faculty Recruitment & Advertising Plan**

**Section I**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | | **Department:** | |  | | | | | |
| **Position Title:** |  | | | **Position Number:** | |  | | | | | |
| **Position Rank:** |  | | | | |  | | |  | | |
| **Section II-Search Committee Information** | | | | | | | | |  | | |
| **Search Committee Chair:** | | |  | | | | | |  | | |
|  | | | | | | | | |  | | |
| **Search Committee Members:** | | | | | | | | |  | | |
| **Name** | | **Rank** | | | **Department** | | **Race / Ethnicity\*** | **Gender\*** | **Training Completed?\*\*** | | |
| **Implicit Associations** | **Implicit Bias** | **EEO**  **Law** |
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*\*Disclosure is optional.*

*\*\*Training on Implicit Associations, Implicit Bias, and EEO must be completed by each committee member by the close date for all applications for the search and prior to the initial review of all applicants.*

**Section III-Describe the Recruitment and Advertising Plan**

1. Identify all recruiting resources that the committee intends to use such as listservs, websites, journals or newsletters for specialized professional associations, directories of recent doctoral recipients, contacts for pursuing targeted outreach or other resources as needed. Attention should be paid to sources that specialize in outreach to diverse candidates within this specialty/concentration.

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1. Print ads are no longer required for a faculty search but are encouraged whenever an appropriate source is identified. If a print ad is to be placed, documentation of the advertisement should be forwarded to HR for the official search file. The closing date for the search should not be any sooner than two weeks after the print ad first appears.
2. Departments conducting searches should review UMW policies related to their responsibilities for hiring an individual on an H-1B Visa (E.3.10) and permanent residency (E.3.11) in the[*UMW Policy Manual.*](https://www.umw.edu/policies/)

**Section IV-General Description of Position**

1. The position description must be established or updated in Careers (<https://careers.umw.edu/hr>) by the Department Chair prior to a position being advertised.

**Section V-Draft Advertisement**

1. Please enter the final ad you wish for candidates to see in this space. (This will be compared to the posting submitted in Careers.)
2. Special attention should be paid to including statements regarding diversity and inclusion as it pertains to teaching students, as related to this discipline, etc.
3. All advertisements must include an AA/EEO statement:

The University of Mary Washington is an equal opportunity employer committed to creating and supporting a diverse and inclusive work and educational community that is free of all forms of discrimination. This institution does not tolerate discrimination or harassment on the basis of age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status. We promote access, inclusion and diversity for all students, faculty, staff, constituents and programs, believing that these qualities are foundational components of an outstanding education in keeping with our mission. The university is interested in candidates whose experience and qualifications support an ongoing commitment to these core principles.

Departments may choose to include additional verbiage with this statement specific to their discipline or outreach goals. All proposed updates must be reviewed by HR prior to posting.

**Section VI-Survey of Earned Doctorate (SED) Benchmark Data (to be completed by the Dean)**

**Table 16-Gender Benchmarks (use percentages)**

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| --- | --- | --- | --- |
| **Discipline** | **Total** | **Male** | **Female** |
|  |  |  |  |
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**Table 22-Race/Ethnicity Benchmarks (use percentages)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Discipline** | **Total** | **American Indian/Alaskan Native** | **Asian or Pacific Islander** | **Black or African American** | **Hispanic or Latino** | **White** | **Two or More** |
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| --- | --- | --- | --- |
| Submitted By: |  | Date: |  |
| Dean’s Approval: |  | Date: |  |
| Provost’s Approval: |  | Date: |  |
| AA/EEO Review: |  | Date: |  |