**Florida Gulf Coast University**

**Faculty Recruitment Worksheet**

**Fiscal Year 2014-15**

COLLEGE/SCHOOL: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT/PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I. POSITION**

RANK/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DISCIPLINE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CIP CODE:\_\_\_\_\_\_\_\_\_\_\_\_\_

NEW POSITION EXISTING POSITION

IF THIS IS AN EXISTING POSITION, PLEASE PROVIDE THE FOLLOWING INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSTION#** | **INCUMBENT’S NAME** | **REASON FOR LEAVING** | **GENDER** | **RACE** |
|  |  |  |  |  |

IF THE DEPARTMENT SEARCHED FOR THIS POSITION DURING THE PAST ACADEMIC/FISCALYEAR, AND THE SEARCH WAS CLOSED WITHOUT HIRE, PLEASE EXPLAIN THE CIRCUMSTANCES AND INCLUDE THE POSITION REQUISITION NUMBER.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACT: 9 MONTH CONTINUING MULTI-YEAR APPOINTMENT (CMYA)

12 MONTH FIXED MULTI-YEAR APPOINTMENT (FMYA)

OTHER VISITING APPOINTMENT

PROPOSED START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECOMMENDED SALARY/SALARY RANGE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(MINIMUM-MAXIMUM)

IS THIS SEARCH FOR MULTIPLE, SIMILAR POSITIONS? \_\_\_\_\_\_\_\_\_\_ IF YES, HOW MANY? \_\_\_\_\_\_\_\_\_\_

MINIMUM QUALIFICATIONS: (Standard ABD language will be included for all positions with rank of Assistant Prof.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREFERRED QUALIFICATIONS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUTIES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COPY OF TRANSCRIPT (UNOFFICIAL) REQUIRED AT TIME OF APPLICATION: Y N

CLOSE DATE:

SPECIAL INSTRUCTIONS TO APPLICANT:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. SEARCH COMMITTEE (Applicant pool will not be certified by OIEC unless committee is entered)**

|  |  |
| --- | --- |
| **NAME** | **RANK/TITLE** |
| CHAIR: |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

NOTE: Please promptly notify Human Resources about any changes in the search committee’s composition.

ADMINISTRATIVE CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_ EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. RECRUITMENT & OUTREACH ACTIVITIES**

IDENTIFY PUBLICATIONS AND *WEBSITES* WHERE POSITION VACANCY ANNOUNCEMENTS (PVA) WILL APPEAR; USE ADDITIONAL SHEET IF NECESSARY. ALL PVA’S MUST BE APPROVED BY COLLEGE DEAN & ACADEMIC AFFAIRS PRIOR TO PLACEMENT. (The PVA must appear in print, i.e., in the Chronicle, discipline-specific journal/newsletter, etc. All PVA’s must explicitly state the basic qualifications for the position, the application procedure and include the following statements: 1) “Only complete applications will be considered.” And 2) “Florida Gulf Coast University is an Equal Opportunity/Affirmative Action Employer.”

ALL POSTIIONS WILL BE POSTED IN THE FACULTY “BIG AD” I THE FOLLOWING PUBLICATIONS: Chronicle of Higher Education: Print/Web; Diverse (formerly Black Issues in Higher Education): Print/Web; Hispanic Outlook: Print/Web, and The Registry.

LIST ADDITIONAL RECRUITMENT EFFORTS: WEBSITES, MAILING LISTS, PROFESSIONAL MEETING/CONFERENCE(S), PROFESSIONAL SEARCH AGENCY, ETC

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EFFORTS TO RECRUIT WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES

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LIST OTHER PLANNED RECRUITMENT OUTREACH TECHNIQUES (I.E. LETTERS TO OTHER UNIVERSITIES, COLLEAGUES, ETC.). (PLEASE ATTACH COPIES OF PROPOSED LETTERS.)

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**IV. CHECKLIST OF REQUIRED ATTACHMENTS**

ALL OF THE FOLLOWING APPLICABLE DOCUMENTS MUST ACCOMPANY THIS COMPLETED FORM WHEN SUBMITTED FOR REVIEW:

* COPY OF ACADEMIC AFFAIRS’ APPROVAL TO FILL THE POSITION
* DRAFT COPIES OF PROPOSED POSITION VACANCY ANNOUCNEMENT(S)
* DRAFT COPIES OF LETTERS TO OTHER UNIVERSITIES, COLLEAGUES, ETC.

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**V. APPROVALS**

SEARCH ADVISORY COMMITTEE CHAIR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE ENSURE THAT SEARCH COMMITTEES HAVE COPIES OF SEARCH AND SCREEN GUIDELINES

CHAIR/DIRECTOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC AFFAIRS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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