

Position Title _____

Position Number _____

Department _____

Supervisor _____

SEARCH COMMITTEE:

Chair: _____

***UHCL values diversity. Please ensure every effort is made to form a diverse search committee when possible as it is vital regarding the recruitment of minority candidates.

INDICATE RECRUITING METHODS TO BE USED IN THIS SEARCH

Human Resources automatically advertises professional staff and faculty positions in the UHCL online application system, HigherEdjobs.com and TWC.

Advertisements in appropriate journals, newsletters, and job registries including those geared to the attention of women and minorities. Attach copy of proposed advertising and list publications.

Personal networking efforts by the search committee members and individuals nominated by current faculty, staff or student body. Provide a list of those contacted or nominated.

Position advertisement distributed to other higher education institutions, including predominately minority and traditionally female institutions. Provide list.

Online advertisement in local and regional news media. Attach copy of ad used and name(s) of publications.

Information distributed at meetings or conferences. List event attended and attach a copy of information distributed.

Relevant professional files, registries, and data banks to identify potential candidates, including minority and women candidates. Please specify.

List of names from previous search for similar position. Provide job title/date of original search.

Other.

APPROVALS:

Immediate Supervisor

Date

Affirmative Action

Date