Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recruiting Year: \_\_\_\_\_\_\_\_\_\_

Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(example: 324560-00)*

# Faculty Search Plan

# For Tenured/Tenure-Track and Senior Promotable Non-Tenure Track Faculty

A search plan must be submitted and approved by the dean and the provost before starting a formal search. This approved search plan must be attached to the job requisition when it is time to start the job posting.

* Position - Describe the specific position to be filled.
* Priorities - Indicate how this position will advance departmental and divisional priorities. This needs to be considered in the context of a multi-year vision of the department. If the position is not the department’s highest priority, explain. If several positions are involved, rank by priority.
* Justification – Indicate how the search requested will fit into your long range plans. Indicate if your proposed search is likely to support a cluster of faculty strength in your department or in collaboration with other departments. Areas of strength of scholarship can include both areas where Rice excels and has the potential to excel. Provide a short paragraph on the state of the particular field in terms of new scholarship, and, last, the relevance of the field to building the department’s graduate program. The assumption is that you will consult your colleagues and come up with a departmental view.
* Diversity Plan – Rice has a strong interest in aggressively recruiting under-represented minorities and women. Please indicate how you will search for these candidates.
1. Briefly, what are the selection criteria for finalists for the position?

1. List where ad will be published & the deadlines for publication; also list on-line job announcement sites where the position will be listed
2. Describe other efforts - letters, phone calls, etc. - to advertise further.
3. Describe special steps planned to identify women & underrepresented minority candidates.
* Search Committee- List the names of search committee members:

* Proposed Search Announcement

*Please check the box to affirm:*

[ ]  Our dean has reviewed and approved this search plan.