

Department  
or School: \_\_\_\_\_

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

## 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 and/or a memo which addresses these questions 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 recruiting underrepresented minorities and women, and attracting broadly diverse candidate pools.
  1. Briefly, what are the selection criteria for finalists for the position?
  
  2. List where the ad will be published & the deadlines for publication--also include on-line job sites. Is the position being advertised in places likely to garner attention from potential URM and women candidates, or to tap into networks of women and URM candidates? Does the search committee's advertising strategy account for attracting a broadly diverse candidate pool?

3. Describe other efforts – letters, phone calls, listservs, social media, etc. – that will be used to further advertise the position.
  4. Describe and/or expand upon any special steps planned to identify women & underrepresented minority candidates. Are other steps being taken to help assure a broadly diverse candidate pool?
- Search Committee- List the names of search committee members:
  - Proposed Search Announcement

Signed:

_____	_____	_____	_____
Department Chair	Date	VPDEI	Date
_____	_____		
Dean	Date		