

RECRUITMENT PLAN CHECKLIST  
Ladder Rank Appointments

The following information is to be included in each recruitment plan:

1. Names and academic unit affiliations of search committee members
2. Name of the member responsible for monitoring affirmative action issues and preparing the Affirmative Action Compliance Report.
3. List of institutions to be circularized **or** a statement that all Ph.D.-granting institutions will receive the announcement.
4. Copy of cover letter to be sent with the announcement to the institutions in #3 above and the date they will be mailed.
5. List of journals or other advertising outlets to be used and the date by which the advertisement will be placed.
6. Copies of the Announcement and the Advertisement which should contain:
  - a. eligible rank(s), department (include location if different from campus), and starting date
  - b. area(s) of specialization
  - c. educational and demonstrated experience requirements
  - d. statement of teaching and research requirements
  - e. statement that salary is commensurate with education and experience
  - f. name/title and address to direct pertinent application materials, such as curriculum vita; placement file including letters from referees; samples of research work; etc.
  - g. equal opportunity/affirmative action employer statement