

# RECRUITMENT PLAN

OFFICE OF FACULTY RECRUITMENT AND PERSONNEL RELATIONS (FRPR)  
(See *Guidelines for Completing Recruitment Forms.*)

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

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

## I. POSITION

RANK & TITLE: \_\_\_\_\_

ADMINISTRATIVE TITLE: \_\_\_\_\_

FIELD/SPECIALTY: \_\_\_\_\_

NEW POSITION

EXISTING POSITION

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

INCUMBENT'S NAME	REASON FOR LEAVING	GENDER	RACE

IF THE DEPARTMENT SEARCHED FOR THIS POSITION DURING THE PAST ACADEMIC/FISCAL YEAR, AND THE SEARCH WAS CLOSED WITHOUT HIRE, PLEASE EXPLAIN THE CIRCUMSTANCES AND INCLUDE THE POSITION TRACKING NUMBER (PTN) (See the approved *Recruitment Plan*):

CONTRACT TYPE:  WITH TENURE

TENURE TRACK

NON-TENURE TRACK

REGULAR ACTIVE STATUS

SPECIAL SERVICE

VISITING

RESEARCH

LIBRARIAN

TIME-LIMITED APPOINTMENT

RENEWABLE APPOINTMENT

APPOINTMENT PERIOD: \_\_\_\_\_

INITIAL APPOINTMENT PERIOD: \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_

RECOMMENDED SALARY/SALARY RANGE: \_\_\_\_\_

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

## II. SEARCH COMMITTEE

NAME	RANK/TITLE	GENDER	RACE	PHONE
CHAIR:				

Note: Please promptly notify FRPR about any changes in the search committee's composition.

ADMINISTRATIVE CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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## III. RECRUITMENT & OUTREACH ACTIVITIES

LIST PUBLICATIONS AND *WEBSITES* WHERE POSITION ANNOUNCEMENTS (PA) WILL APPEAR; USE A CONTINUATION SHEET IF NECESSARY. ALL PA'S MUST BE APPROVED BY FRPR PRIOR TO PLACEMENT. (The primary PA must appear in print, i.e., in the Chronicle, discipline-specific journal/newsletter, etc. All PA's must explicitly state the basic qualifications for the position, the application procedure and include the following statements: 1) "Review of applications will begin on MONTH/DAY/YEAR and will continue until the position is filled." The review date (month/day/year) must be at least thirty (30) days following the publication date of the primary, print PA. 2) "Only complete applications will be considered." and 3) "The George Washington University is an Equal Opportunity/Affirmative Action Employer.")

PRINT PUBLICATIONS/ELECTRONIC ANNOUNCEMENTS	POSTING DEADLINE	PUBLICATION DATE

PLEASE RETAIN AND SUBMIT TO FRPR THE "TEAR SHEETS" OF PA'S AS THEY APPEAR IN JOURNALS, PERIODICALS, OTHER PRINT PUBLICATIONS, ETC. AND DATED SCREEN SHOTS OF ALL WEB ANNOUNCEMENTS AT THE TIME OF POSTING.

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 (non-medical center positions only)
- DRAFT COPIES OF PROPOSED POSITION ANNOUNCEMENT(S) (see guidelines for developing the position announcement)
- DRAFT COPIES OF LETTERS TO OTHER UNIVERSITIES, COLLEAGUES, ETC.
- COMPREHENSIVE LIST OF SELECTION CRITERIA (see guidelines for developing selection criteria)

## V. APPROVALS

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

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

PLEASE ENSURE THAT SEARCH COMMITTEES HAVE COPIES OF RELEVANT RECRUITMENT GUIDELINES, INCLUDING, BUT NOT LIMITED TO, THE DEFINITION OF GW APPLICANT AND THE OVERVIEW OF THE RECRUITMENT PROCESS.

MFA INC. HUMAN RESOURCES: \_\_\_\_\_

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

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

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

MEDICAL FACULTY AFFAIRS: \_\_\_\_\_

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

FRPR: \_\_\_\_\_

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

POSITION TRACKING NUMBER: \_\_\_\_\_

(Assigned by FRPR. Please use this number on all *Applicant Data* forms and any correspondence referencing this position.)