



NOTIFICATION OF OPENING FORM (Attachment I)

Submit this form before the search process begins along with a copy of the Position Announcement.

To: **Todd Byrd**
Manager, Recruitment and Diversity
Affirmative Action Officer
Human Resources Department
Room J-1057

Date: _____

Appointing Department: _____

Position Title: _____

Number of vacancies: _____

Application Closing Date: _____

Proposed Starting Date: _____

A. Composition of Search Committee:

Name	Gender	*Ethnicity	Title, Department
_____, Chair	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Advocate for Minorities & Women

*BLK-Black; API-Asian or Pacific Islander; AIAN-American Indian or Alaskan Native; HIS-Hispanic; WH-White

B. General Recruitment Sources (*identify professional associations, publications, and educational institutions that will receive a position announcement*):

- National Search (6 wks): _____
- Regional Search (4 wks): _____
- Local Search (2 to 4 wks): _____
- Internal to Campus/Department (1 to 2 wks)

C. "Special" Recruitment Sources (*identify any special efforts to recruit female and minority candidates including mailings, special advertisements, telephone visitations, contact with colleagues, etc.*):

Approved by SLT member _____ Date _____

Reviewed by AA Officer _____ Date _____

NOTIFICATION OF OPENING FORM GUIDELINES

All sections of the Notification of Opening Form must be completed by the appropriate Hiring Department.

The Hiring Department should make sure that the appropriate Senior Leadership member and Affirmative Action Officer receives the Notification of Opening Form and a copy of the position announcement before placing an ad.

After the Affirmative Action Officer reviews the Notification of Opening Form, the signed copy is returned to the hiring department. Copies can also be forwarded to the committee chair.

Completing the Notification of Opening Form

Composition of Search Committee

The name, gender, ethnicity, and position title of the members of each search committee must be listed on the Notification of Opening Form. The Committee should be comprised of individuals with a variety of perspectives and sensitivity to equal opportunity and affirmative action.

Recruitment Sources

Hiring departments have the responsibility to identify appropriate publications, e.g. newspapers and journals and informing the Human Resources Department of those desired choices.

There should be no more than 3 recruitment sources used under “general” and at least 1 source used under “special” recruitment. “Special” recruitment sources can be found on page 7 and 8 of the search guidelines and also attached.

Signatures are required

1. Appropriate Senior Leadership Team member (for search approval);
2. Affirmative Action Officer (for review of the search).

If a decision is made not to fill an advertised position or if an extension of the search is needed, please notify Human Resources in writing immediately explaining the circumstances for this change.