

EPA Job Description Form and Recruitment Plan

**Appalachian State University
Office of Equity, Diversity & Compliance**

Form 1

This form is to be completed prior to advertising for a vacant or newly created EPA position. A copy of this signed form must be sent to the department chair/director, dean (if applicable), director of compliance, and vice chancellor or designee for their approval. Please note that the position is not to be advertised until the search committee chair receives her/his copy which has been signed by all the appropriate persons. Add additional pages as needed.

1. Department: _____ Position Number: _____
Position Title: _____ Suggested Salary Range: _____

EPA Category Administrator Tenured/Tenure-Track Faculty
(Check one) Professional, without Non-Tenure-Track Faculty
Academic Rank

Initial Review Date: _____ Proposed Date of Hire: _____

2. **Recruitment Plan**

a. Publications/Electronic Media List (List serves etc.)

Keep copies of all advertisements, or proof of payment, used in the search and attach to the final compliance report (Form 3) at the end of the search.

Names of Publications/List serves:

The university automatically posts EPA job announcements in the following three (3) online locations: Appalachian HRS, The Chronicle of Higher Education and the North Carolina Employment Security Commission.

List all other publications/list serves utilized:

Name of Publication for Print Advertisement (required):

b. Indicate organizations or associations within a discipline or special contacts to whom recruitment letters will be sent.

Person/Organization:

c. Conference recruitment will occur at:

Conference Location Date(s) University Representative

d. Attach an outline of all efforts that will be made to locate and recruit underrepresented populations.

3. Search Committee Chair responsible for screening applicants:

Chair: _____
Name

4. Please attach the job description exactly as it will appear in the advertisement.

I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE.

Search Committee Chair _____ Date _____

Approved by:

1. Dept. Chair/Director _____ Date _____

2. Dean (if applicable) _____ Date _____

3. Director of Compliance _____ Date _____

4. Vice Chancellor or designee _____ Date _____