Indiana University of Pennsylvania

Office of Human Resources

Faculty Search

Affirmative Action Approval Packet A

http://www.iup.edu/humanresources/howto/
(click on "Conduct a Faculty Search")

August 2009

Instructions for completing Affirmative Action Approval Packet A

Attached are the required forms to advertise a faculty vacancy.

These forms must be submitted to the Office of Human Resources as a **complete packet**. Incomplete packets will be returned.

Page 1 – **Faculty Affirmative Action Form A**

Complete all information on this page
Chairperson approves/signs and forwards to Dean's office
Dean approves/signs and forwards to Office of Human Resources
Director of Social Equity & Civic Engagement approves/signs and forwards to the Provost's office
Provost approves/signs and returns forms to Human Resources

Page 2 – **Faculty Affirmative Action Plan**

List everywhere you plan to pursue outreach for the vacancy. There are no required minimum/maximum places to use. Your college is responsible for all paid advertising costs.

Page 3 – **IUP Position Announcement**

Guidelines for writing your position announcement are provided. A hard copy of your ad must be included as part of the Affirmative Action Approval Packet A. The announcement must also be emailed to Debbie Wardo (dwardo@iup.edu).

A1

AA Search No. _____
Position No. _____

FACULTY AFFIRMATIVE ACTION FORM A

This form is to be initiated by the department for all available faculty positions at the time the position becomes available. **Please type or print legibly.**

College: _____ Department: _____

Reason for Search:

- ☐ Person being replaced (name): _____
- ☐ New position
- ☐ Other (explain): _____

Search Committee Information:

Name of Search Chair: _____

Search Chair Campus Address: _____

Search Chair Phone: _____ Fax: _____

Search Chair Email: _____

Names of Search Committee Members: _____

_____

Position Information:

Term:
- ☐ Tenure Track
- ☐ Temporary:
  - ☐ Academic Year
  - ☐ Fall Semester Only
  - ☐ Spring Semester Only
  - ☐ Other (dates, be specific) _____

Rank:
- ☐ Instructor
- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Professor

Appointment Effective Date: _____

Requirement to include possibility of teaching via Distance Education: Yes ☐ No ☐
Requirement to include possibility of teaching at an off-campus site: Yes ☐ No ☐

Note: Only select "Yes" if this is <u>required</u> of the position. If "Yes", then statements must be included in position announcement and will also be included as a condition on faculty appointment letter and contract.

Anticipated time frame for filling position:

Deadline for receipt of applications:

_____

Evaluation of candidates:

_____

Nomination of finalist for appointment:

_____

Signatures:

_____
Department Chairperson **Date**

_____
Dean **Date**

_____
Dir. Social Equity & Civic Eng. **Date**

_____
Provost **Date**

Faculty Affirmative Action Plan

List and define the proactive steps the committee will take to attract a diverse pool of applicants. (Example: direct mailing to institutions offering the degree (list them), personal contacts, outreach to minority populations, etc.).

NOTE: The department determines where to advertise and the number of publications to use (no minimum required). Budget considerations should be kept in mind when choosing your outreach sources.

Suggested sources of outreach for your consideration:

- ☒ Human Resources Job website
- ☒ Mailing to institutions with high women/minority populations (completed by IUP Office of Human Resources)
- ☐ Department webpage
- ☐ Chronicle on-line
- ☐ Chronicle print edition
- ☐ HigherEdJobs.com
- ☐ New Pittsburgh Courier
- ☐ Diverse Issues
- ☐ Insight Into Diversity (formerly Affirmative Action Register)
- ☐ Hispanic Outlook
- ☐ Discipline Specific Websites (please list):
  - _____
  - _____
  - _____
- ☐ Listserves (please list):
  - _____
  - _____
  - _____
- ☐ Direct Mailings (please list):
  - _____
  - _____
- ☐ Personal Contacts (word-of-mouth)
- ☐ Conference outreach (please list):
  - _____
  - _____

Other outreach plans (please explain):

IUP Position Announcement Guideline

Note: Bold italicized wording are boilerplate statements which must appear in all advertisements

Title: Provide title for ad (Example: Assistant Professor in Special Education and Clinical Services)

Position

Identify: University, position rank, department, status (tenure-track or temporary), start date

Sample Ad wording:
The Department of Special Education and Clinical Services at Indiana University of Pennsylvania invites applications for a tenure track faculty position at the Assistant Professor rank beginning August 2007.

Qualifications

Identify: Required qualifications (Ph.D. by December 20xx), preferred qualifications (teaching experience, etc.), Responsibilities (optional), boilerplate statements (shown below in bold)

- NOTE: If distance education or off-campus teaching requirement option was checked "yes" on Affirmative Action Form A (page 1), this statement must be included in ad: "The successful candidate may be assigned to perform work at off-campus sites and/or provide instruction through distance education."

Sample Ad wording:
Doctorate in Special Education or related field required. Three years of successful teaching in inclusive K-12 or alternative school setting required. Previous college teaching experience, experience with on-line education and/or interest in gifted and talented populations preferred. Candidates must demonstrate a commitment to the education of diverse populations. ***Candidates must communicate effectively and perform well during the interview(s) which may include a teaching demonstration. All applicants must be work eligible.***

Responsibilities: Teach undergraduate and graduate courses in the Education of Exceptional Persons Program, advise students in the undergraduate and/or graduate programs, supervise student teachers, engage in scholarly work in the field, and participate in related university and community services.

How to Apply

Identify required items to be submitted: application letter, resume/vita
Identify optional items to be submitted: letters of reference (required prior to hire), copies of transcripts acceptable; official transcripts for hire
Where to submit: Include contact name and full department address. May include contact email, fax, telephone numbers if desired.
Application deadline: Indicate deadline for receipt of applications.
Boilerplate statements (shown below in bold)

Sample Ad wording:
Send letter of application, curriculum vita, graduate and undergraduate transcripts (official transcripts required before hiring), addresses and phone numbers of three references to: Dr. Dianne Raeke Ferrell, Special Education Search Committee, 203 Davis Hall, 570 S. 11th St., Indiana University of PA, Indiana, PA 15705. Review of applications will begin February 1, 2007 and continue until the position is filled. ***IUP is an equal opportunity employer M/F/H/V. Indiana University of Pennsylvania is a member of the Pennsylvania State System of Higher Education.***