

## EASTERN CONNECTICUT STATE UNIVERSITY

Office of Equity & Diversity

## **AFFIRMATIVE ACTION SEARCH PLAN**

Instructions: To assist with the planning and implementation of an approved search, please (1) complete the following information; (2) attach the position description/advertisement; (3) attach a copy of the approved EHR-2; and (4) obtain the required signatures before submitting to the Office of Equity & Diversity (Gelsi-Young 254) for final approval.

SECTION 1: POSITION/SEARCH CLASSIFICATION							
Position Title:							
Hiring Department:							
UNCLASSIFED POSITION  ☐ Management/Confidential ☐ Faculty/Counselors/Coach ☐ Administrative Faculty (SU☐ OTHER:	IOAF)	CLASSIFIED POSITION  ☐ Maintenance (NP-2)  ☐ Administrative Clerical (NP-3)  ☐ Protective Services (NP-5)  ☐ Administrative & Residual (P-5)					
SECTION 2: SEARCH TYPE:							
□ New Position □ Vacancy/Refill Previous Incumbent:							
SECTION 3: SEARCH COMMITTEE COMPOSITION:							
CLERICAL/SEARCH ASSIST NAME SEARCH CHAIRPERSON:		DNE# EMAIL	-				
NAME	DEPARTMENT	GENDER	RACE/ETHNICITY				
SEARCH COMMITTEE MEMBERS:							
No. NAME	DEPARTMENT	GENDER	RACE/ETHNICITY				
1.							
2. 3.							
4.							
5.							
6.							
7.							
8. W-White BA-Black H-Hispanic AF		<u> </u>					

SECTION 4: RECRUITMENT/ADVERTISEMENT SOURCES (check all that apply):								
Ea			ITADVENTIOLINE	-141 0001	☐ Internal Union Posting			
	Eastern HR Website				•			
⊔ J0	☐ JobApps Website (Classified Searches Only)				☐ Higheredjobs.com			
	TYPE				NAME(S)			
Profe	ssional Organization/Ass	sociation	า					
	sity Recruitment Resource							
Other		(-)						
SECTION 5: TENTATIVE SEARCH TIMELINE:								
Enter tar					ified by the search committee as needed.			
		ASK			TARGET COMPLETION DATE			
Job/po	sition advertisement posted.							
Search	n committee initial meeting wit	h charge	from E&D.					
Evalua	ation rubric developed and sul	omitted to	E&D for approval.					
Search	n committee members comple	te applic	ation review and scor	ing.				
	ew questions developed and							
	n committee determine top rat							
	candidates for final round inte							
	ound interviews completed.			11				
	ences of top recommended ca	ndidates	checked.					
	report completed.							
	ated date for hire/offer to be	extended						
Anticip	valed date for fill e/offer to be t	Atteriaca	•					
limits p	rescribed by University pol		affirmative action gu	uidelines.	ne committee's deliberations to the			
	n Chair Name (Print)		Search Chair Sig	nature	Date			
□ Р	lan Approved		Plan Returned					
Dean/I	Director			Date				
□ P	lan Approved		Plan Returned					
Divisio	n Vice President/CIO			Date				
	Trivios i redigerių ere			Date				
□ P	lan Approved		Plan Returned					
Vice P	resident for Equity & Div	ersity		Date				
□ Р	lan Approved		Plan Returned					
_								
Presid	ent			Date				