



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 [Position Action Request Form](#); 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: _____

UNCLASSIFIED POSITION

- Management/Confidential
- Faculty/Counselors/Coaches/Librarians (AAUP)
- Administrative Faculty (SUOAF)
- OTHER: _____

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 ASSISTANT (if applicable):

| NAME | DEPARTMENT | PHONE # | EMAIL |
|------|------------|---------|-------|
| | | | |

SEARCH CHAIRPERSON:

| 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 AP= Asian AA=American Indian NH=Pacific Islander TW=Two or More U=Unknown

