



OFFICE OF DIVERSITY & EQUITY

HR/ODE PAF INFORMATION (DO NOT FILL)

SEARCH NO.: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

### UNIVERSITY SEARCH PLAN

**INSTRUCTIONS:** Please fill and complete all sections of this form. You must attach the approved Position Action Form (PAF) and Organizational Chart (if needed). Submission of an incomplete search plan will be returned.

Requestor's Name/Title: \_\_\_\_\_ PAF Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Department: \_\_\_\_\_ Request Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Office/Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**POSITION CLASSIFICATION:**

Position Name: \_\_\_\_\_

- MANAGEMENT/CONFIDENTIAL
- ADMINISTRATIVE & RESIDUAL
- CLERICAL
- SUOAF
- AAUP (UNIVERSITY FACULTY)
- MAINTENANCE
- POLICE (CT FIRE AND POLICE UNION)

**POSITION STATUS:**

VACANCY/REFILL       POSITION REPOSTING      Number of positions to fill: \_\_\_\_\_

**SEARCH COMMITTEE COMPOSITION:**

**INSTRUCTIONS:** List the proposed Chairperson and search committee participants. Give careful consideration to a diverse search committee. Before you make any selection, please extend an invitation to the proposed participant(s) listed to serve and include in the below chart. Final confirmation of the proposed search committee selection will be made by the Chief Diversity Officer based on the following:

- Has the participant served on three or less campus searches in an academic year?
- Does the participant have direct/collaborative knowledge of the position, department needs and challenges?
- Can the participant provide fair and impartial judgment with the applicant/interview process?
- Can the participant commit to a minimum of a three (3) month (or less) timeframe depending on the campus search?

No.	Participant Name (First/Last Name)	Department/Division	Position/ Title	(Select) Direct or Collaborative Affiliation	To be completed by either CDO or Human Resources	
					Gender	Race
1.	Chairperson:					
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Attach any additional selections on a separate page, as needed.

Note: Additional participant selections can be made for either (or both) student and/or union representation depending on the collective bargaining agreement for the position/vacancy. Please check with the Human Resources Office and/or the Office of Diversity and Equity for directed details and advisement.

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

[WWW.WCSU.EDU/DIVERSITY](http://WWW.WCSU.EDU/DIVERSITY)

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



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RECRUITMENT SOURCES:

**INSTRUCTIONS:** Please list all planned recruitment activities, including contacts with colleges and universities, advertisement(s) in professional journals and/or newspapers, use of certification lists and/or applications on file. Describe recruitment activities to attract applicants from under-represented groups to this pool of applicants.

HUMAN RESOURCES OFFICE ADVERTISEMENT SOURCES:

- CHRONICLE FOR HIGHER EDUCATION
- DIVERSE: ISSUES IN HIGHER EDUCATION
- OTHER: \_\_\_\_\_
- INTERNAL SUOAF POSTING
- INTERNAL BOR POSTING
- HIGHEREDJOBS.COM

WCSU DIVERSITY RESOURCE GUIDE SELECTION(S):

PROFESSIONAL ASSOCIATIONS/ORGANIZATIONS:

\_\_\_\_\_  
\_\_\_\_\_

DIVERSITY WEBSITES/PUBLICATIONS:

\_\_\_\_\_  
\_\_\_\_\_

UPCOMING CONFERENCES/MEETINGS NOTICE(S):

\_\_\_\_\_  
\_\_\_\_\_

SEARCH CERTIFICATION:

I, \_\_\_\_\_, affirm my time commitment as the Chairperson of the search committee and understanding on maintaining confidentiality of the employment deliberations as prescribed by CSCU Policy and the guidelines set forth in the campus search.

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPARTMENT/DIVISION AFFIRMATION:

Dean/Director Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Search Plan Approval Status:**

- Search Plan Approved
- Search Plan Modified
- Search Plan Returned

CDO Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_