PERMISSION TO ADVERTISE FORM

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| **Date:** **Faculty Search Designation Number** (ex. 24-AS-BIOS-1)**:** *Note: All faculty searches, when approved, are assigned a number from the Office of the Provost. If you are unsure of the search number, please refer to your Dean’s Office or the Office of the Provost.***College:** **Department:**  |

1. **Position Title**

Title of position expected to be filled by this search:(ex. Assistant Professor in Chemistry)

1. **Recruitment Plan**

Please submit the following attachments:

1. A draft of the advertisement(s), which should follow the format found on the [Faculty Job Hiring Template](https://provost.lehigh.edu/sites/provost.lehigh.edu/files/Faculty%20Hiring%20Job%20Ad%20Template_0.pdf), including the language provided on equal opportunity/affirmative action, domestic partner benefits and work/life balance.
2. A list of search committee chair(s) and members.
3. A list of the publications / journals / listservs / etc. where you plan to advertise, and the length of each advertisement.
4. A list of at least 10 universities, schools and departments you plan to contact. As appropriate, this list may also include contacts in industry, national labs, non-profits, etc.
5. Faculty are often recruited to the pool via personal networks. Please list the women and underrepresented colleagues at other institutions whom you will inform of the search and whose help you will request in circulating the announcement. You should identify at least 10 scholars from groups underrepresented in your field from outside of Lehigh.
6. (New request beginning Fall 2023: Report deadline is extended in 2023, but report must be submitted before Associate Dean approval of semi-finalist lists.) A summary of the demographic data for scholars in the field being hired for. In particular, please complete the tables contained in the [Benchmark Demographic Data Template](https://docs.google.com/spreadsheets/d/1LCB92r7CblutOQXn3JhUWPs1JNYY98tb57z8PboTOuk/edit?usp=sharing). The tables ask for data on race/ethnicity, gender, disability status, and other categories, as well as intersectional data (e.g., % of scholars who identify as Black and female). In many cases, only portions of these data will be available publicly. Please complete the tables to the extent possible. The Template file contains suggestions about how and where to obtain data for your field. The ADVANCE [handout on attracting a diverse applicant pool](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/Demographics_2023%20Benchmark_broadening-checking-demographics.pdf) contains additional suggestions. This requirement is meant to assist you with your outreach as well as to help the university monitor the search process and its outcomes.
7. A robust recruitment outreach plan describing the search committee’s plans to increase the diversity of the applicant pool.
8. **Rubric**

(New request beginning Fall 2023: Rubric deadline is extended in 2023, but rubric must be submitted before Associate Dean approval of semi-finalist lists.)

Please submit the rubric that you plan to use in evaluating applicants for the search. The criteria in the rubric should be aligned with the requirements and expectations specified in the job ad. Example rubrics and more guidance are provided in the [ADVANCE Recruitment Toolkit](https://advance.cc.lehigh.edu/best-practices-faculty-recruitment). Your rubric should be tailored to the position and should include (non-exhaustive) examples of the types of evidence that could count in assigning scores in the rubric.

NOTE: It is acceptable (and often desirable) for a committee to have one evaluation rubric for applications and another rubric for the final interviewed candidates. In this case, the two rubrics should connect logically. Only the rubric for evaluating applications needs to be submitted along with this form. Of course, the Provost’s office and the ADVANCE team are happy to consult with search committees about both types of rubrics, if the committee has questions or would like feedback.

1. **Certification of Compliance**

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| **Search Committee Chairperson / Department Chairperson**In your judgment, is the proposed search strategy sufficiently broad and well designed to produce prospects or applications from competitive scholars from historically excluded groups including women and underrepresented minorities? [ ]  YES [ ]  NOIf no, what other recommendations do you have?**Search Committee Chair Signature and Date:****Department Chair Signature and Date:** |

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| **Dean**In your judgment, is the proposed search strategy sufficiently broad and well calculated to produce prospects or applications from competitive scholars from historically excluded groups including women and underrepresented minorities? [ ]  YES [ ]  NO If no, what other recommendations do you have?**Dean Signature and Date:** |

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| **Provost Office**Recommendation (check one)[ ]  Recommend for approval[ ]  Recommend for approval with reservations[ ]  Do not recommend for approvalIf this search is not ready to advertise and proceed as is, please state reasons:**Provost Office Signature and Date:** |

September 2023