APPENDIX 4-C

LEHIGH UNIVERSITY
PERMISSION TO ADVERTISE REQUEST

Date:____________________________

College: ____________________________  Department: ____________________________

Position Number: ____________________________

A.  POSITION DESCRIPTION

1. Describe the position expected to be filled by this particular search.

________________________________________________________________________

________________________________________________________________________

PLEASE NOTE: All faculty on a search committee and the coordinator supporting the process are expected to attend a workshop on the Best Practices for Recruiting an Excellent and Diverse Faculty scheduled through the ADVANCE Center. Departments with active searches should reach out to the ADVANCE Center as soon as they are notified of their upcoming search.

B.  RECRUITMENT PLAN

Please submit the following attachments:

1. A draft of the advertisement(s), which must include the following: “Lehigh University is an equal opportunity/affirmative action employer.” and “Lehigh offers excellent benefits including domestic partner benefits.” Please also include a link to the Lehigh Work/Life Balance for Faculty Web site: https://www.lehigh.edu/~inprv/faculty/worklifebalance.html

2. A list of the publications/journals where you plan to advertise and the length of each advertisement.

3. 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.

4. Faculty are often recruited to the pool via personal networks, please list the women and underrepresented colleagues at other institutions that you will inform of the search. You should identify at least 10 scholars from groups underrepresented in your field from outside of Lehigh.

5. A robust recruitment outreach plan describing the search committee’s plans to increase the diversity of the applicant pool.
C. CERTIFICATION OF COMPLIANCE

1. Chairperson, Search Committee

   In your judgment, is the proposed search strategy sufficiently broad and well calculated to produce prospects or applications from names of competitive scholars from historically excluded groups including women and underrepresented minorities?

   □ Yes  □ No  If no, what other recommendations do you have?

   ____________________________________________
   ____________________________________________
   ____________________________________________

   (Signed) Chairperson, Search Committee  Date

2. Dean

   In your judgment, is the proposed search strategy sufficiently broad and well calculated to produce prospects or applications from names of competitive scholars from historically excluded groups including women and underrepresented minorities?

   □ Yes  □ No  If no, explain ____________________________________________

   ____________________________________________
   ____________________________________________
   ____________________________________________

   (Signed) Dean  Date

3. AA/EO Officer: Provost

   Recommendation (check one)

   (i)  Recommend for approval □
   (ii) Recommend for approval with reservations □
   (iii) Do not recommend for approval □

   If this search is not ready to advertise and proceed as is [ ii] or (iii) is checked), please state reasons:

   ____________________________________________
   ____________________________________________
   ____________________________________________

   (Signed) AA/EO Officer: Provost  Date