PERMISSION TO ADVERTISE FORM

|  |
| --- |
| **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 Ad Hiring Template](https://provost.lehigh.edu/sites/provost.lehigh.edu/files/Lehigh%20Faculty%20Search%20Ad%20Template%202024-5.docx), including the language provided on equal opportunity, 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.
4. A list of at least 10 universities/departments you plan to contact to publicize the search. This list should include some minority-serving institutions (MSI), such as historically Black colleges and universities (HBCU) or Hispanic-serving institutions (HSI). As appropriate, it may also include contacts in industry, national labs, non-profits, etc.
5. A list of at least 10 prospective candidates whom the committee will contact and encourage to apply. These candidates should be identified based on a preliminary assessment of their ability to advance Lehigh’s research and teaching mission and the Principles of Our Equitable Community, as evidenced by published works, conference presentations, one-on-one discussions with them or their advisors, and so on.
6. 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 demographics and recruiting 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 ensure broad outreach to build ane applicant pool that is representative of the demographics of the field as a whole (as submitted by the committee at the start of the search).
8. **Rubric**

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**

|  |
| --- |
| **Search Committee Chairperson / Department Chairperson**In your judgment, is the proposed search strategy sufficiently well designed to produce prospects or applications from a large pool of competitive scholars that is representative of the field as a whole?☐ YES ☐ NOIf no, what other recommendations do you have?**Search Committee Chair Signature and Date:****Department Chair Signature and Date:** |

|  |
| --- |
| **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:** |

|  |
| --- |
| **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:** |

August 2025