

**UCSD RECRUITMENT PLAN FOR ACADEMIC PERSONNEL**  
Office of Academic Diversity and Equal Opportunity

Department/ORU:	OADEO Recruitment Plan # :
Position Title(s):	Dept Tracking #:
Discipline(s)/Area(s) of Interest:	Closing Date:

**PROPOSED RECRUITMENT EFFORTS:**  
Indicate all journals, web sites, listservs, professional organizations/associations to be utilized to publicize the open position.

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Will notify:  Colleagues      Via:  Phone       Letter  
 Depts/Institutions       E-mail       Flyer

Other efforts:

Individual(s) responsible for overseeing affirmative action aspects of search:      1.  
(Must hold academic title.)      2.

Members of search committee: (Indicate full name and e-mail.)

Chair:	
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**ATTACHMENT: Proposed Ad Text**

<b>DEPARTMENT/ORU:</b>					
Prepared by:	Phone Ext:	Fax Ext:	Mail Code:		
Signature of		preparer e-mail address: _____			
Organizational Unit Head:					Date:
Organizational Unit Head (typed): [i.e., Name/Position (e.g. Dr. X, Chair), and e-mail]					
<b>OFFICE OF ACADEMIC DIVERSITY AND EQUAL OPPORTUNITY</b>					
<b>Advisory on Availability and Underutilization of Open Position</b>					
Title Series: _____	Availability %	Women %	Afr-American %	Hispanic %	Asian %
	Underutilized?				Am Indian %
<b>OADEO REVIEWED:</b>					
Signature:					Date:
Name/Title (typed): Jonathan Welch, Director, Office of Academic Diversity and Equal Opportunity					
<b>APPROVED:</b>					
Signature:					Date:
Name/Title (typed):					