



## **FACULTY AND ACADEMIC PROFESSIONAL SEARCH PLAN (FAP-SP)**

### **Purpose**

To document the required essential functions of every position for which a search is conducted. The FAP-SP also documents the recruitment strategies you should use to ensure a qualified, diverse and inclusive applicant pool. Finally, you must transmit the FAP-SP to the Office of Equity & Inclusion along with all copy (both long and short ads) to be used in print and electronic postings and external advertising.

### **CONTACT INFO**

Office of Equity & Inclusion  
PO BOX 875612  
Tempe, AZ 85287-5612  
480.965.5057  
480.965.6827

### **Initiated by**

The unit hiring authority or designee should initiate the FAP-SP.

### **Approvals**

To be determined by hiring unit.

### **Submit to**

When a search is opened, submit the FAP-SP to the Office of Equity & Inclusion for assignment of a job order number and posting to the ASU employment website. Be sure to submit any ad copy developed to support external recruitment efforts with the FAP-SP.

### **Comments**

It is ASU's policy to promote open and competitive searches for all faculty and staff hires. The FAP-SP creates an important record that demonstrates the recruitment strategies used to create a qualified, diverse and inclusive applicant pool.



# FACULTY AND ACADEMIC PROFESSIONAL SEARCH PLAN (FAP-SP)

TEMPE CAMPUS    DOWNTOWN CAMPUS    POLYTECHNIC CAMPUS    WEST CAMPUS

COLLEGE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ DEPT CODE \_\_\_\_\_

TITLE/RANK \_\_\_\_\_ FTE \_\_\_\_\_

CATEGORY    Faculty    Academic Professional    Administrative Assignment

TRACK    Tenure/Continuing Track    Not on Track/Year to Year    Multi-Year

APPOINTMENT    Semester/Summer    Academic Year    Fiscal Year

ESSENTIAL FUNCTIONS OF THE POSITION:

### RECRUITMENT SOURCES (CHECK ALL THAT APPLY).

\_\_\_ Publications (NAMES): \_\_\_\_\_

\_\_\_ Websites/Listservs (NAMES): \_\_\_\_\_

\_\_\_ Professional Organizations (NAMES): \_\_\_\_\_

\_\_\_ Conferences (NAMES): \_\_\_\_\_

\_\_\_ Universities/Colleges with Appropriate Disciplinary Programs   \_\_\_ Professional/Personal Contacts

**IMPORTANT NOTE: PLEASE ATTACH FULL AD COPY TO SEARCH PLAN AND SUBMIT TO THE OFFICE OF EQUITY & INCLUSION.**

### CONTACT INFORMATION (TO BE INCLUDED IN JOB NOTICE ON OHR WEBSITE)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**OR** COLLEGE/DEPT. WEBSITE \_\_\_\_\_

### DEPARTMENT CONTACT INFO (NOT INCLUDED IN WEB POSTING)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_ MAIL CODE \_\_\_\_\_