

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 Diversity, Equity and Inclusion along with all copy - both long and short ads - to be used in print and electronic postings and external advertising.

Contact information

Office of Diversity, Equity and Inclusion
PO Box 1304
Tempe AZ 85287-1304
480-727-1770
480-237-7998 efax

Initiation

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

Approvals

To be determined by hiring unit.

Submission

When a search is opened, submit the FAP-SP to the Office of Diversity, Equity and Inclusion for assignment of a job order number and posting to the ASU employment website. Be sure to submit the list of committee members and 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
 Skysong
 Mayo
 Lake Havasu
 Other

College _____ Department _____ Dept. code _____
 Title or Rank _____ FTE _____ Position number _____
 Category
 Faculty
 Academic professional
 Administrative assignment
 Track
 Tenure or Continuing track
 Not on track or year to year
 Multiyear
 Appointment
 Semester or summer
 Academic year
 Fiscal year

Essential functions of the position:

Recruitment sources, check all that apply.

- Publications; provide names.
 Websites/listservs; provide names.
 Professional organizations; provide names.
 Conferences; provide names.
 Universities or colleges with appropriate disciplinary
 Professional or personal contacts

Important note: Please attach full ad copy and the list of search committee members to search plan and submit to the Office of Diversity, Equity and Inclusion.

Contact information to be included in job notice on OHR website.

Name _____ Phone _____ Email _____

or College or Dept. website

Department contact information; this is not included in web posting.

Name _____ Phone _____ Fax _____

Email _____ Mail code _____