

EEO/AA Job Code No. \_\_\_\_\_  
FOR OAE USE ONLY

This form is necessary for all academic positions and must be submitted prior to advertisement or public announcement. **No candidate for any academic or professional appointment for 50 percent or more time may be interviewed until the full search process has been approved by a campus affirmative action officer. OAE assists units with searches. Please contact OAE about any aspect of recruitment.**

**Appointing Unit** MEDICINE / \_\_\_\_\_ **Coll/Dept. Code** 39/30  
**Position Title** \_\_\_\_\_

\*Please attach a copy of the approved PAPE (Principal Administrative Position Exemption) form for all nonfaculty appointments.

**A. Advertising.** Please include the following information:

1. Rank and/or title.
2. Brief description of duties and responsibilities.
3. Specific minimal qualifications.
4. Other desirable qualifications.
5. Beginning date.
6. Specify (application deadline) or state "For fullest consideration, submit [CV, resume] by [date]."
7. Contact person and address.
8. The following brief statement of campus policy: "The University of Illinois is an Affirmative Action/Equal Opportunity Employer."

**Please attach the exact wording of the advertisement (2 copies)**

**B. Search Process.** Describe the search process that will be used to develop a diverse pool of applicants that will include members of *both* sexes and *all* racial/ethnic categories (American Indian, White, African American, Asian, and Latino).

1. **Advertising.** (Professional or minority periodicals or newspapers; metropolitan newspapers; listing with professional, female, or minority caucuses or organizations; letters to organizations/associations, departments, or individuals, etc.).
  - a. Will the search be national \_\_\_\_\_ or local \_\_\_\_\_ ?
  - b. Where will the position be advertised? \_\_\_\_\_
  - c. What are the anticipated dates of advertisement? \_\_\_\_\_  
(Note: For newspapers, ad should appear in at least one Sunday edition).
2. **Personal Contacts.** (In person or by telephone, especially with organizations, departments, colleges, universities, or individuals likely to provide qualified female and minority applicants, include requests for nominations. OAE advises hiring units on request.)
3. **Other** - (For example, conferences, Internet postings)

**C. Job Description.** Please attach a complete job description. Include a detailed statement of duties listing minimal and desirable qualifications. State the date the individual would begin the appointment and whether it is permanent or temporary, tenured or tenure-track. Also, note application deadline, salary range, and any peculiarities of the position, such as irregular scheduling, extensive travel, less than full time, etc.

**D. Search Committee.** Please attach a list of the members of any search committee identified by race and gender and indicate the chairperson.

**APPROVAL SIGNATURES**

_____	_____
Dept. Head/Director	Date
_____	_____
Academic Search Coordinator	Date
_____	_____
Dean/Administrative Officer	Date
_____	_____
Campus Equal Opportunity Officer	Date

Completed by OAE
Position to be searched shows a department or unit under representation of ___ Women ___ African Americans ___ Hispanics ___ All minorities ___ none of the above.
Additional recruitment sources recommended: ___ are attached ___ are NOT attached.