



POSITION NOTICE FOR ACADEMIC SEARCH

OFFICE FOR ACCESS AND EQUITY (M/C 602) (312) 996-8670; Fax: (312) 413-0055

EEO/AA Job Code No. _____ FOR OAE USE ONLY

Contact Person: _____ Email: _____ Phone #: _____ Mail Code: _____

This form is necessary for all academic positions and must be submitted prior to advertisement or public announcement of the position. 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 or consult http://www.uic.edu/depts/oae/RecruitmentResources.html.

Appointing Unit: _____ Banner Org: _____

Position Title to be Searched: _____

- A. Type of position. Faculty: [] Tenured [] Tenure track [] Not eligible for tenure [] Rank commensurate with experience [] Non-faculty position: If position to be filled is a non-faculty position requiring an exemption from the State University Civil Service System, please attach a copy of the approved PAPE (Principal Administrative Position Exemption) form.
B. Search Committee. Please attach a list of the members of the search committee, including email addresses, identified by race and gender and also indicate the chairperson. OAE recommends a review of the search committee composition prior to convening the committee.
C. Job Description. Please include the following information as an attachment:
1. Proposed title of position or rank searched
2. Brief description of duties; scope of responsibilities; reporting line of the position; tenured, tenure-track or not eligible for tenure; salary range; and any peculiarities of the position, such as irregular scheduling, extensive travel, less than full time, etc.
3. Minimum qualifications
4. Other desirable qualifications
5. Beginning date desired
6. Contact person and electronic address and mailing address
D. Search Process. Describe the proposed search process to recruit a pool of applicants that will include underrepresented candidates.
1. Posting/Advertising. Attach the exact wording of the posting or advertisement to be used to solicit candidates including women and minorities. For recruitment resources, see http://www.uic.edu/depts/oae/RecruitmentResources.html. Recruitment resources include professional or target group periodicals, newspapers, or list serves; job recruitment Web sites, metropolitan newspapers; listing with professional, women, or underrepresented group caucuses or organizations; letters to organizations/associations, departments, or individuals, etc.
a. Will the search be: [] National [] Chicago-area [] Internal only? (If you believe this search should be limited to internal University candidates, please explain why University specific experience is required for the position and attach the explanation to this form.)
b. Besides the Employment Center*, where will the position be advertised or posted?

* Posting to the UIC Employment Center will automatically include posting to the Higher Education Recruitment Consortium (HERC), Greater Chicago Web site.

- c. What are the anticipated dates of posting or advertisement? _____ (Note: For newspapers, ad should appear in at least one Sunday edition).
2. Personal Contacts. Describe personal contacts to be made 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.
a. Describe other solicitations, such as conferences, mailings to other Universities, etc.
3. Deadline. Specify application deadline or state "For fullest consideration, submit [CV, resume] by [date]" or "Review of candidates will begin [date]".
4. Diversity Statement. The following brief statement fulfills the minimally required equal opportunity required: "The University of Illinois is an Affirmative Action/Equal Opportunity Employer." For examples of other statements see http://www.uic.edu/depts/oae/FacultyToolkit.html

APPROVAL SIGNATURES

Hiring Officer _____ Date _____ 2nd Level Administrative Officer _____ Date _____

Academic Search Coordinator _____ Date _____ Campus Equal Opportunity Officer _____ Date _____

Diversity Assessment (completed by OAE) EC ___
A review of this position shows underrepresentation of : ___ Women ___ African Americans ___ Hispanics ___ Asian/API
UFRP Eligible: ___ AFAM ___ LAT ___ ASAM ___ Women
No Representation in this Job group of : ___ Women ___ African Americans ___ Hispanics