State University of New York College at Cortland

Request to Fill a Professional/Faculty Position and Recruitment Plan

**Part A:**

1. School/Division: ____________________________
2. Department: ____________________________
3. Campus title: ____________________________
4. Account #: ____________________________
   □ PSR □ Temp Service
5. Budget Title/Salary Level: ____________________________
6. Line #: ____________________________
7. Targeted Salary: ____________________________
8. Date position becomes available: ____________________________
9. Obligation: □ Academic Year □ Calendar Year □ Other (Specify obligation): ____________________________
10. Type of Position (check appropriate items):
    □ M/C □ Faculty □ Professional
    □ GA/TA □ Full-time □ Part-time (FTE: ______)
    □ Temporary (End Date: ______)

12. Names of search or screening committee members:
__________________________
__________________________
__________________________
__________________________
__________________________
__________________________
__________________________

*The Recruitment/Advertising Plan (Form 1 Parts D & E) must accompany the Request to Fill (Form 1 Parts A, B & C)*

(Signature – Department Head) ____________________________ (Date)

(Signature – Next Level Supervisor) ____________________________ (Date)

(Signature – VP; signature denotes Cabinet approval) ____________________________ (Date)

(Signature – Human Resources) ____________________________ (Date)

(Signature – Business Office) ____________________________ (Date)

(Signature – Affirmative Action Officer) ____________________________ (Date)

*Human Resources Use Only*

FLSA Classification:
□ Exempt □ Non-exempt
(By: ______ Date: ______)

(Over, please)
Part B: (To be completed after verbal inquiry – Curriculum vitae must be attached)

Name: ________________________________

Home Address: ________________________________

Salary: ____________________________ Account #: ___________ □ PSR □ Temp Service

Department: ________________________________

Title: ________________________________

Workload (List course prefix and number): ________________________________

(To be completed for part time instruction hires only)

Appointment Dates: ___________ To ___________ Obligation dates: ___________ To ___________

FOR TENURE TRACK POSITIONS ONLY:

Terminal Degree □ Yes □ No (If no, designate required completion date _____)

□ Not applicable to this appointee

(Signature – Immediate Supervisor) ____________________________ (Date)

(Signature – Dean or Next Level Supervisor) ____________________________ (Date)

(Signature – VP) ____________________________ (Date)

ONCE ABOVE SIGNATURES ARE OBTAINED ROUTE AS INDICATED BELOW:

#1: Send To Human Resources with Application Materials/Credentials →
#2: HR to President’s Office – Presidential Offer Letter
#3: Return to Human Resources Office
#4: HR to Business Office

Part C (To be completed by Business Office)

□ Annual Salary Rate $_________________________

□ Biweekly □ Hourly (Temp Service only) $_________________________

□ Total Actual Pay $_________________________

□ Payroll Dates ___________ to ___________

Payroll Office Verification
By: ____________________________ Date: ____________________________

Business Office Verification
By: ____________________________ Date: ____________________________
Recruitment/Advertising Plan for Professional and Faculty Positions

**Part D**

**Campus Title:** ____________________________  **Department:** ____________________________

**Budget Title:** _____________________________________________________________

**Type of Search:**
- National
- Regional
- Local (See search committee procedures manual or Affirmative Action Program)

**Current Placement Goals:**
- Minorities: ______
- Females: ______

**Advertising/Recruitment Budget:** $____

Human Resources advertises all faculty and professional positions on the following:
- SUNY Cortland Employment Page
- SUNY Employment
- HigherEdJobs.Com (If you wish to conduct a search of affirmative action applicants registered with HigherEdJobs.Com, there is an additional fee. Please call Human Resources at ext. 2302 for fee information.)
- New York State Department of Labor America’s Job Bank
- Student Affairs.com (where applicable)
- SUNY Career Development Listserv

**Please indicate the recruitment and advertising sources the department will use to attract applicants:**

<table>
<thead>
<tr>
<th>Recruitment/Advertising Sources</th>
<th>Estimated Cost to Recruit/Advertise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Media (Newspapers/Professional Journals)</td>
<td>$</td>
</tr>
<tr>
<td>Colleges and Universities</td>
<td>$</td>
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<tr>
<td>Organizations and Agencies</td>
<td>$</td>
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<tr>
<td>Websites/Computerized Networks/Listserves</td>
<td>$</td>
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<tr>
<td>Personal Contacts</td>
<td>$</td>
</tr>
<tr>
<td>Conferences/Personal Visits/Travel</td>
<td>$</td>
</tr>
</tbody>
</table>

**ESTIMATED TOTAL COST TO RECRUIT/ADVERTISE:** $____

Attach a position description outlining the essential qualifications for the position and a copy of the position advertisement.

A copy of the advertisement position or notice describing this vacancy/new position must accompany this form. The advertisement must state “SUNY Cortland is an AA/EEO/ADA employer.” Faculty positions must also include the statement: “We have a strong commitment to the affirmation of diversity and have interdisciplinary degree programs in the areas of Multicultural Studies.”
Part E

Efforts Made to Diversify the Applicant Pool

What measures will the department take to diversify the applicant pool? Review past recruitment practices to determine where female and minority applicants came from. If prior recruitment practices yielded few female or minority applicants, what alternate strategies will be employed to improve the diversification of the pool? (Please use the space below.)

Any recruitment and advertising strategies identified to diversify the pool should be included in Part D of this form under Recruitment/Advertising Sources.

(Signature – Department Head) ____________________________ (Date) ____________

(Signature – Next Level Supervisor) ____________________________ (Date) ____________

(Signature – VP; signature denotes Cabinet approval) ____________________________ (Date) ____________

(Signature – Affirmative Action Officer) ____________________________ (Date) ____________