APPENDIX 4-C

LEHIGH UNIVERSITY
PERMISSION TO ADVERTISE REQUEST

Date: __________________________

College ______________________ Department: ___________________________

Position Number: _______ _______ _______ _______ _______ _______ _______

A. POSITION DESCRIPTION

1. Describe the position expected to be filled by this particular search.

______________________________________________________________________________

______________________________________________________________________________

PLEASE NOTE: The Vice Provost for Academic Diversity should be invited to the first meeting of the search committee.

B. SEARCH TO BE CONDUCTED

Please submit the following attachments:

1. A draft of the advertisement(s), which must include the following: “Lehigh University is an equal opportunity/affirmative action employer.” and “Lehigh offers excellent benefits including domestic partner benefits.” Please also include a link to the Lehigh Work/Life Balance for Faculty Web site: http://www.lehigh.edu/~inprv/work_life_balance.html

2. A list of the publications/journals where you plan to advertise and the length of each advertisement.

3. A list of at least 20 universities, schools and departments you plan to contact. As appropriate (e.g., for some Professor of Practice positions), this list will also include contacts in industry, profession, etc.

4. A list of the women and minority scholars whose help you plan to solicit in filling this position. You should identify at least five women and five minority scholars outside of Lehigh. As appropriate (e.g., for some Professor of Practice positions), this list will also include contacts in industry, profession, etc. Please submit the list of who you have contacted to Vice Provost for Academic Diversity four weeks into the search.

5. A description of search committee plans to increase the diversity of the candidate pool.

C. CERTIFICATION OF COMPLIANCE

1. Chairperson, Search Committee
In your judgment, is the proposed search sufficiently broad and well calculated to produce the names of serious female and minority applicants or prospects?

☐ Yes      ☐ No      If yes, what did you do?________________________________________
_______________________________________________________________
_______________________________________________________________

If no, explain _________________________________________________
_______________________________________________________________
_______________________________________________________________

(Signed) Chairperson, Search Committee  Date

2.  Dean

In your judgment, is the proposed search sufficiently broad and well calculated to produce the names of serious female and minority applicants or prospects?

☐ Yes      ☐ No      If no, explain _________________________________________________
_______________________________________________________________
_______________________________________________________________

(Signed) Dean  Date

3.  AA/EO Officer: Provost

Recommendation (check one)

(i)  Recommend for approval  ☐
(ii) Recommend for approval with reservations  ☐
(iii) Do not recommend for approval  ☐

If (ii) or (iii) is checked, please give reasons: ________________________________
_______________________________________________________________
_______________________________________________________________

(Signed) AA/EO Officer: Provost  Date

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