

Wellesley College  
Faculty Search Plan  
Prepared by

Office of the Provost and Dean of the College

Wellesley College complies with its internal policy on equal employment opportunity and with state and federal law, which prohibit discrimination against candidates for employment on the basis of race, color, religion, age, sex, sexual orientation, pregnancy, national origin, ethnicity, physical or mental disability, genetic information, veteran's status or membership in uniformed armed services, or any other classes protected by law.

Wellesley College and the Office of the Provost also require that all departments conducting tenure-track searches complete Parts I and II before candidates can be brought to campus for interviews, and complete Part III before a contract can be issued.

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Department chair: \_\_\_\_\_

Date review of applications begins (if different from deadline): \_\_\_\_\_

Deadline for acceptance of applications: \_\_\_\_\_

**PART I. OUTREACH PLAN**

Please complete Part I and send a copy to both the Office of Human Resources (Sue Daganhardt) and the Office of the Provost (your department dean) BEFORE initial advertisements are placed. Outreach plans may be revised and updated throughout the search, and should be discussed with your department dean before outreach plans are finalized.

All ads should have integrated into the text the following language: "Wellesley College is an Affirmative Action/Equal Opportunity Employer, and we are committed to increasing the diversity of the college community and the curriculum. Candidates who believe they can contribute to that goal are encouraged to apply."

A. The job ad: Please place a copy of your proposed job ad here.

B. Newspapers, journals, and online advertisements:

Where do you intend to place ads? What audiences are likely to be reached?

	<i>Name of Publication</i>	<i>Date ad is placed</i>	<i>Target Audience</i>
1			
2			
3			
4			
5			

C. Please summarize below your outreach plans to professional and disciplinary associations, to graduate departments, and to colleagues.

	<i>Name of Contact Person</i>	<i>Title</i>	<i>Professional Association/Graduate Department/Colleagues</i>	<i>Contacted By</i>	<i>Date</i>
1					
2					
3					
4					
5					
6					

D. Please summarize below your outreach plans to minority professional associations and caucuses (including minority online networks and list serves.)

	<i>Association Name</i>	<i>Contact Name</i>	<i>Date of Call</i>	<i>Date of Written Notice</i>
1				
2				
3				
4				
5				

E. Please list the names of the search committee members. Please identify which member of the search committee is the diversity liaison (DL). The departmental search committee should be composed of members from a variety of ethnic and racial groups, if possible, and conform to Articles of Government, Book I, Article VIII, Section 1.C.1.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_