

FORM I

UNIVERSITY OF ILLINOIS
University Administration Academic Search Procedures

University Equal Opportunity
807 South Wright St, Suite 440, MC-312

This form must be completed for academic position searches and submitted prior to advertisement or public announcement. No candidate for an academic appointment for 50 percent or more time may be offered a position until the full search process (Form II) has been approved by University Equal Opportunity.

Appointing Unit _____ Position Title _____

PAPE# _____ PAPE Approval Date ____ / ____ / ____ P-Class _____

Position is: () New () Revised () Vacant Banner Organization Code _____

I. Attach one copy of the proposed POSITION ANNOUNCEMENT.

II. Complete the following:

A. Application Closing Date _____ Proposed Starting Date _____

B. Composition of Search Committee or those involved in interviews. Indicate gender and race/ethnicity.
(Attach additional names, if necessary).

Name	Gender	Race/Ethnicity*	Title
_____, Chair	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*AIAN—American Indian and Alaskan Native; API—Asian or Pacific Islander; Blk—Black; HIS—Hispanic; WH—White

C. Scope of Search

() National [3 wks] () Regional/Local [3 wks] () Internal to University [2 wks] (explain request below)

Explanation for internal search: _____

General Recruitment and Targeted Sources: Identify publications, websites, professional journals, associations, etc. for placement of ad or receipt of a position announcement. Please incorporate into your search plan 2 business days for the position announcement to be approved for placement in the Employment Center.

III. Whom should UEO contact regarding questions/notification of search approval?

Name _____ Email _____ Telephone _____

Approved by Unit Head Date

Reviewed by Unit Equal Opportunity Liaison Date

Approved by University Equal Opportunity Date

Job Code: _____
(Assigned by UEO)