

## Form 1: Authorization to Recruit Probationary Faculty Unit Employee

Search/Screening Committee Chair:  Phone Ext:

Support Staff:  Phone Ext:

Equity Advocate:  Phone Ext:

All HSU search committees have been asked to designate one individual as an Equity Advocate. This role serves to extend the university's focus on equity and inclusion in the search process by designating one individual to be responsible for actively attending to issues of equity and diversity throughout the search process, and helping the committee as a whole to be attentive to these issues. The Search Committee Chair cannot also serve as the Equity Advocate. An orientation for all individuals serving as Equity Advocate will be provided by the Office of Diversity, Equity, and Inclusion. If you have questions, or would like help identifying an Equity Advocate please contact APS via e-mail : [aps@humboldt.edu](mailto:aps@humboldt.edu)

**Complete Form 1 must include the following:**

- 1) Draft Vacancy Announcement *reviewed by Equity Advocate* - **Please submit an electronic copy to:** [academicpersonnel@humboldt.edu](mailto:academicpersonnel@humboldt.edu)
- 2) Confidentiality Acknowledgement & Agreement for Search/Screening Committee Members and Support Staff  
*Please confirm that all members are current on their Avoiding Unconscious Bias training or are scheduled to complete the training prior to the start of the search.*
- 3) Strategic Advertising/Recruitment Plan *reviewed by Equity Advocate*
- 4) Timeline of Recruitment Activities (OPTIONAL)

Account to be charged for advertising:

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Account	Fund	Department ID	Program	Class	Project

Department/Hiring Unit:  Position Title:

Dept. ID #:  Position #:  Account #:

**Type of Faculty:** (check one)

<input type="checkbox"/> Instructional Faculty	<input type="checkbox"/> Counselor	<input type="checkbox"/> Librarian
Job Code: <input type="text"/>	Job Code: <input type="text"/>	Job Code: <input type="text"/>

**Type of Appointment:** (check one)

<input type="checkbox"/> Academic Year	<input type="checkbox"/> 12-Month	<input type="checkbox"/> 10-Month
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**Type of Position:** (check one)

<input type="checkbox"/> New	<input type="checkbox"/> Replacement For: <input type="text"/>
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Department Chair (For OAA Positions Only)	Date
College Dean/University Library Dean/Director of CAPS	Date
Associate Vice President for Faculty Affairs	Date
Director of Academic Resources (For OAA Position Only)	Date
Provost and Vice President for Academic Affairs/Vice President for Student Affairs	Date

**Please Return Original to Academic Personnel Services**

**Distribution:** Original to APS for routing. Approved copies distributed electronically to Search/Screening Committee Chair/Support Staff, College Dean/ University Library Dean/CAPS Director, VPAA/VPSA, Academic Affairs Budget Office (for OAA position only), and University Budget Office.