

Binghamton University
Division of Diversity, Equity & Inclusion Search Form
Part I - Notice of Vacancy and Recruitment Plan

1) Faculty or Professional Line?

Position Title:

Position/Line #:

Department:

Department Chair:

Rank or Title:

Salary Level/Range:

Appointment Date:

No. of Positions:

Is visa sponsorship available? Yes No

2) Attachments checklist:

Job description or advertising copy *(Word Doc only)*

Applicant questions *(PDF)*

List of recruitment/advertising sources *(PDF)*

Applicant Rubric

Announcement of Professional Vacancy form *(PDF)*

(Available on DEI web page)

3) It is strongly recommended that all University Search Committees have three (3) employees. Please identify the Search Committee Chair with an asterisk (*). For Binghamton University (BU) Employees: Original BU emails only, do not use your alias email address if you have one.

Name	Title	Email	Race/Ethnicity	Gender

4) Approved by:

Signature of Search Chair

Date

Signature of VP, Dean or Designee

Date

Signature of DEI Designee

Date