



New Faculty Hiring Plan

To be completed for all Tenure Track and Multi-Year, Non-Tenure Track searches (permanent faculty only). Along with the completed form, please submit the position job description electronically to either:

Lakeside Faculty Administration at faculty-admin@luc.edu

or

Health Sciences Faculty Administration at HSC-Faculty-Admin@luc.edu

Section I: Position Description

Position Title

Department / Org. Unit

Tenure Status

Rank

Section II: Search Committee Members

Search Chair Name

Search Chair E-mail

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

1. Job Posting (Refer to “Creating an Inclusive Job Advertisement”):

2. Please list the publications/websites where the advertisement for this position will appear (Refer to “LUC Hiring Resources” document for suggestions):

General Audience	Targeted Recruiting of Diverse Faculty

3. Please identify the average percentage of degrees granted to people from the following under-represented demographic groups in the area you plan to hire. To determine these percentages please refer to the IPEDS database which can be found [here](#). See the “Using IPEDS” document in your hiring packet.

Demographic Group	Target percentage of applicant group
African American	
Latinx	
Indigenous/Native American	
Asian American	
Women	

4. Please outline the steps that the dept/search committee will perform to ensure that your candidate pool meets or exceeds the percentages listed above.

5. How will this position contribute to your unit’s diversity, inclusion, and equity goals?

6. How will this position contribute to the University’s mission?

7. Have all members of this search committee completed the Inclusive Hiring course within the past two years? If not, please make sure that the training is complete prior to the review process. It is required for all members of the committee. (* Deans/Department Chairs/Search Committee Chairs can also request a Diversity, Equity, and Inclusion Liaison (DEIL) to consult at any stage of the search process. Please contact the Associate Director of Faculty Affairs to request a DEIL.)

Section IV: Approvals

Signatures

Search Chair Date

Department Chair / Unit Head Date

Dean Date

CONFIDENTIAL SALARY AND START-UP INFORMATION - To be completed as last step by Faculty Administration or Dean.

_____	_____
Position Number	Anticipated Start Date

_____	_____
Salary Range	Start Up Package Range

To be completed by Faculty Administration.

_____	_____
Date of Approval	New or Replacement Position (if replacement, note prior incumbent)

Once all signatures have been obtained, the hiring unit may proceed with the request to post the position in PeopleAdmin (careers.luc.edu). Faculty Administration will notify the search chair when the position has been posted and provide additional instructions for the search committee on viewing and assigning statuses to applicants. Only once the position has been posted may advertising and formal outreach begin.