

## Hiring Plan for All Faculty Searches

(For each position, email one copy of this form to dean\_of\_faculty@brown.edu)

**Position Start Date:** \_\_\_\_\_

**Term of Appointment (non-regular searches only):** \_\_\_\_\_

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

**Joint Search (if yes, with which department)?:** \_\_\_\_\_

**Rank and Modifier (e.g. "Visiting"):** \_\_\_\_\_

**Request Type:** \_\_\_\_\_  
(Replacement, preponement, etc.)

**If preponement, what is the plan for reabsorption, and by what date will the position be absorbed?**

**Salary range (non-regular searches only):** \_\_\_\_\_

### **Text of Advertisement:**

*(Include a brief description of the position, area(s) of specialization, degree required, expected publication and teaching experience, the date by which review of applications will begin (note that this is preferable to a hard deadline), and the following lines:*

*As an EEO/AA employer, Brown University provides equal opportunity and prohibits discrimination, harassment and retaliation based upon a person's race, color, religion, sex, age, national or ethnic origin, disability, veteran status, sexual orientation, gender identity, gender expression, or any other characteristic protected under applicable law, and caste, which is protected by our University policies.*

If more than one rank is listed, please specify qualifications by rank. For junior hires, three letters of reference should be requested, for senior hires, five names of reference with contact information should be requested. It should be specified that the search committee will contact senior candidates' referees directly. This contact should be made using the template letter available on the DOF web site.)

Please add the advertisement text on the next page.

**Text of Advertisement:**

**Search Committee Members (including title and department):**

**Diversity Representative:** \_\_\_\_\_  
(*Must be a tenured member of the search committee who is not the committee chair.*)

**Advertising Venues:**

**Additional Information:**

All departments are expected to conduct searches in a manner consistent with Brown policy on Institutional Diversity, which may include meeting with the Vice President for Institutional Equity and Diversity or designee.

Departments wishing to appoint a faculty member as a Target of Opportunity or as a pre-select should contact the Dean of the Faculty (or the Dean of Medical and Biological Sciences) and the Vice President for Institutional Equity and Diversity or designee.

Unless you have received prior written permission from the office of the Dean of the Faculty to do otherwise, you will be expected to run searches through the Interfolio faculty recruitment system. For questions about Interfolio, or for waiver requests, please contact [dean\\_of\\_faculty@brown.edu](mailto:dean_of_faculty@brown.edu).

**This section is for DOF use:**