

Search Plan Document - #xxxx-xxxx (HUMAN RESOURCES will generate #)

1. Department: _____ **Dept. Account Number:** _____

2. Position Title:

Is this a new or replacement position? New Position Replacement Position

If replacement – Include name of last employee in position: _____

*** Positions require a Funding Source Acct#** _____

Provide Detail for funding source: _____

3. Candidate Target Start Date: _____ (Allow 2 weeks for background screening)

4. Application Deadline: _____ Application Review Start Date: _____

5. Position Type:

- Staff Position Faculty Position
 Hourly Hourly Rate: _____
 Salary Annual Rate: _____
 9 month 10 Month 11 month 12 month

6. Work Hours:

- Part-Time (hrs/wk _____) (annual hours _____)
 Full-Time (hrs/wk _____) (annual hours _____)

7. Annual Hours & Benefit Eligibility Impact:

Check one box below: This number of annual hours must match department budget information:

- 999< (no benefits) 1,000-1,299 1,300> (full benefits) 1,950 (37.5 hrs/wk) 2,080 (40 hrs/wk) Other _____

1,300 annual hours is the minimum threshold for full time benefits

8. Search committee members (Recommend 3 – 5 and an odd number to avoid stalemate votes):

Each search committee must have one (1) member from outside the position’s reporting division.

Search Chair:

Committee Members: a. _____ b. _____
c. _____ d. _____

ACTION REQUIRED:

All Search Committee Members must complete online DEI TRAINING before receiving access to any candidate information.

Required DEI training for all OWU employees: Personal Skills for a Diverse Campus

Search committee training: Skills for Academic Searches and Hiring

Both courses can be found on the OWU Blackboard. [OWU Blackboard: DEI Training](#).

Search Chair confirms that Search Committee Members have completed the required online training.

Vice President or President’s Cabinet Member Date

The VP signature indicates prior authorization by the University President.

Hiring Manager Signature Date