

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

**Position Title:**

**Position/Line #:**

**Department:**

**Department Chair:**

**Rank or Title:**

**Salary Level/Range:**

**Appointment Date:**

**No. of Positions:**

**1) Attachments checklist:**

**Job description or advertising copy**

**List of recruitment/advertising sources**

**Announcement of Professional Vacancy form**

**2) All University Search Committees require a minimum of three (3) employees. Please identify search committee members according to the following criteria:(Indicate Search Committee Chair with an asterisk (\*))**

<u>Name</u>	<u>Title</u>	<u>Email</u>	<u>Race/Ethnicity</u>	<u>Gender</u>

**3) Approved by:**

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Signature of Search Chair

Date

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Signature of VP, Dean or Designee

Date

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Signature of Chief Diversity Officer

Date