



Western Connecticut State University

Minority Recruitment and Retention Committee

Application for Recruitment Funds by Recruiters

Recruitment funds may be awarded for informal recruitment activities, such as during attendance at a national, regional or state conference. During a major conference, the attendee will demonstrate evidence of recruiting, interviewing and/or participating in a recruitment activity dedicated to filling an existing or new position within his/her department. Application amount: up to \$500.00.

Applicant Name: _____ Department: _____

Name of Conference Attending: _____

Location of Conference: _____

Name of Search Committee Chair: _____

Signature of Search Committee Chair _____ Date: _____

Position under search (please check):
_____ Non-tenure _____ Tenure-track _____ Full-time _____ Part-time

Rank: _____ (Attach Personnel Requisition form signed by Dean and Provost.)

Employment start: _____ Immediate _____ Fall Semester _____ Spring Semester Year _____

Planned Recruitment Activities at this Conference:

_____ Scheduled Interviews	_____ Information Table/Booth
_____ Speaking Opportunity for Recruitment	_____ Networking (Please be specific)

Complete Description of Recruitment Plans:

Amount of funds requested: \$ _____

Funds will be used for (please check):

_____ Transportation	_____ Lodging	_____ Meals
_____ Advertising in selected journals	_____ Table or Booth	
_____ Other (please specify)		

MRR Committee Use Only

Approval by Affirmative Action Officer (Office of Multicultural Affairs & Affirmative Action Programs)

Recruited Faculty Member Meets Eligibility Criteria (check one): ____ Yes ____ No
If eligibility is not approved, please state reason:

Affirmative Action Officer Name: _____

Affirmative Action Officer Signature: _____ Date: _____

MRRC Chairperson Name: _____

MRRC Chairperson Signature: _____ Date: _____

Amount of funds approved: _____ Committee Approval Date: _____

Note: Funds will be distributed as funds are available and only after all receipts are received and processed. Please include a brief recruitment summary.

Only searches in the current academic year will be accepted.

2010-2011 Members of the Minority Recruitment and Retention Committee

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PLEASE SUBMIT TO: Affirmative Action Officer, Carolyn Lanier, and Minority Recruitment and Retention Committee Chair