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: ______________

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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