Purpose

It is ASU's policy to promote open and competitive searches for all faculty and staff hires. The purpose of the FAP-SP is to document the required essential functions of every academic personnel position for which a search is conducted. The FAP-SP also documents the recruitment strategies you should use to ensure a qualified and inclusive applicant pool.

Initiation

The unit hiring authority or designee should initiate the FAP-SP.

Approvals

To be determined by the hiring unit.

Submission

The FAP-SP will be reviewed by the Office of the University Provost in APARS: Faculty Search when a new position is submitted for posting on the ASU employment website. Please upload the FAP-SP as a file attachment to the position's internal notes section.

Contact Information

Office of the University Provost Personnel: askAPA@asu.edu

Comments

Edited versions of the FAP-SP will not be accepted. If your college requires additional information not requested on the FAP-SP, please collect it on a different form.

APARS Position ID [   ]   Hiring Plan Code (if applicable) [   ]

College:

Rank: (see ACD 505-02 or ACD 505-03)

Department:

Administrative Title (if applicable):

Position Type:

Location:
Check all that apply

Downtown Phoenix campus   Polytechnic campus   Tempe campus   West Valley campus   ASU Online   Other

If Other, or Multiple, list all here:
Refer to the list of current ASU locations

Search Committee Chair:

Committee Members:

Essential Functions of the Position: (i.e. fundamental or material job duties, distinguished from marginal duties per the Americans with Disabilities Act)

Recruitment Sources: Check all that apply and list the names below

Publications   Conferences

Websites or Listervs   Universities or colleges with appropriate disciplinary

Professional organizations   Professional or personal contacts