

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
campusPolytechnic
campusTempe
campusWest 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 names below. Include at least one venue that targets underrepresented groups.

Publications

Conferences

Websites or Listservs

Universities or colleges with appropriate disciplinary

Professional organizations

Professional or personal contacts