

 **Recruitment & Advertising Plan**

**2021-2022**

This plan documents advertising and recruitment strategies the search committee will use to attract a wide range of diverse and qualified applicants, particularly from underrepresented groups.

Step One: The department chair or school director collaborates with the search committee to complete the recruitment plan. Please discuss and outline the plan at the first meeting of the search committee.

Step Two: Submit the detailed plan to FAD for review and approval.

Step Three: Department chair or school director shares the approved recruitment plan with the department.

Step Four: Members of the search committee and the department implement the strategies outlined on the targeted dates, and the Committee Chair provides FAD with requested updates on the implementation of the plan.

(*This form is a template and may be modified).*

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| **College** |  | **Department** |  |
| **Position Title/Rank** |  |
| **Committee Chair** |  |
| **Committee Members** |  |  |  |
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|  |  |  |  |
| **Search Timeline** *(approx.)*From |  | To |  |

**Please attach your detailed timeline for this search. The timeline should at a minimum include application due date, dates by which the applications will be screened, initial, semi-finalist and finalist lists sent to FAD, semi-finalists contacted for phone interviews, and campus visits scheduled.**

**Planned Search & Recruitment Efforts to Increase Applicant Pool Diversity**

Proactive efforts and strategies from the committee and department will yield a more robust, highly qualified, and diverse applicant pool. In the below table, please list those efforts and strategies in detail *(e.g., professional conferences, targeted emails, letters, personal contacts/phone calls, social media, etc.)* and identify who is assigned to the listed tasks, and provide the target date for the completion of identified tasks. While the Faculty Affairs and Development will place advertisements for all faculty positions in The Chronicle of Higher Education and other websites, the search committee should also advertise the job announcement at other relevant publications, websites, professional and diversity-targeted listservs, professional organizations and affinity groups, and other colleges and universities. In the below table, please list all locations in detail, and identify where the department will advertise the job announcement and target date (add rows to the table as needed).

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| **Effort, Strategy, Advertising or Listserv outlet** | **Person(s) responsible** | **Target date** | **Completed Date** |
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Please use target dates as benchmarks to assess your progress towards your goals and be as specific as possible in the efforts column (e.g., specify how many external faculty will be contacted to share application with their students or to provide potential candidate names). The more specific you are, the more easily you can assess your goal progress.

**Online ads** for all faculty positions will be placed on the websites listed below:

NEOGOV <https://www.governmentjobs.com/careers/csusb/transferjobs>?

Diverse Education <https://diverseeducation.com/>,

Hispanics in Higher Education <https://www.hispanicsinhighered.com/>

Blacks in Higher Education https://www.blacksinhighered.com/

Native Americans in Higher Education <https://www.nativeamericansinhighered.com/>

Women and Higher Education <https://www.womenandhighered.com/>

Higher Ed Jobs <https://www.higheredjobs.com/>

HBCU Connect <https://hbcuconnect.com/>

Journal of Blacks in Higher Education <https://www.jbhe.com/>

CSU Careers

<https://csucareers.calstate.edu/>

Higher Education Recruitment Consortium (HERC) <https://www.hercjobs.org/>

Black Doctoral Network <https://blackphdnetwork.wildapricot.org/>

The Chronicle of Higher Education <https://community.chronicle.com>

**Evaluation Criteria**
Please attach the rubrics the committee will be using in evaluation and hiring associated with the recruitment plan. You may need different rubrics for different stages of the search (e.g., initial applicant screening, semi-finalist selection, and campus visit evaluation).
 **Additional Information**

Please note any additional and/or relevant information related to the search.

*Reviewed by:*

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|  |  |  |
| Department Chair |  | Date |
|  |  |  |
| College Dean |  | Date |
|  |  |  |
| Associate Provost for Faculty Affairs and Development, Co-Chief Diversity Officer |  | Date |