



## Recruitment & Advertising Plan

**2025-2026**

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. At the first search committee meeting, please discuss and outline the plan.

**The search committee for every department/school recruitment should be formed by the Week of**

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

**Deadline to submit to FAD:**

**Please send the completed form for signatures via Adobe Sign to the Department Chair/School Director, College Dean, and Ted Young, Associate Provost, Faculty Affairs and Development.**

Step Three: The 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).*

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

**Please attach your detailed search timeline. The timeline should, at a minimum, include the 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).

Effort, Strategy, Advertising or Listserv outlet	Person(s) responsible	Target date	Completed Date

Please use target dates as benchmarks to assess your progress toward your goals and be as specific as possible in the effort's column (e.g., specify how many external faculty will be contacted to share applications 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 job boards listed below:

Academic Careers	<a href="https://academiccareers.com">https://academiccareers.com</a>
Blacks in Higher Education	<a href="https://www.blacksinhighered.com">https://www.blacksinhighered.com</a>
Black Doctoral Network	<a href="https://blackphdnetwork.wildapricot.org/">https://blackphdnetwork.wildapricot.org/</a>
Chronicle of Higher Education	<a href="https://www.chronicle.com">https://www.chronicle.com</a>
CSUSB Faculty Jobs	<a href="https://careers.csusb.edu/">https://careers.csusb.edu/</a>
HBCU Connect	<a href="https://hbcuconnect.com/">https://hbcuconnect.com/</a>
Higher Ed Jobs	<a href="https://www.higheredjobs.com/">https://www.higheredjobs.com/</a>
Higher Education Recruitment Consortium (HERC)	<a href="https://southern-ca.hercjobs.org/">https://southern-ca.hercjobs.org/</a>
Hispanics in Higher Education	<a href="https://hispanicsinhighered.com">https://hispanicsinhighered.com</a>
Indeed	<a href="https://indeed.com">https://indeed.com</a>
Native Americans in Higher Education	<a href="https://www.nativeamericansinhighered.com/">https://www.nativeamericansinhighered.com/</a>
Women and Higher Education	<a href="https://www.womenandhighered.com/">https://www.womenandhighered.com/</a>

**Evaluation Criteria**

Please attach the rubrics the committee will use in evaluating and hiring associated with the recruitment plan. You may need different rubrics for different phases of the search process (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:*

_____	_____
Department Chair	Date
_____	_____
College Dean	Date
_____	_____
Associate Provost, FAD	Date