

CSUSB is committed to taking deliberate steps to increase faculty diversity. The realization of this commitment requires the participation of all CSUSB members. To that end, this form documents the department's plan to attract a wide range of diverse applicants, particularly from underrepresented groups.¹

First, departments are encouraged to create **diverse search committees**. This national best practice is proven to increase the likelihood of selecting a diverse group of finalists.

Moreover, departments are encouraged to take steps to ensure that **unconscious bias will not interfere with the recruitment of diverse applicant pools**. Such steps include, but are not limited to, completing all the anti-bias and diversity workshops offered by the Office of Faculty Affairs and Development (FAD), checking with FAD to ensure the diversity of the semi-finalist and finalist pools based on available data, and maintaining an open line of communication with FAD throughout the search process.

Additionally, departments should fill out the **Recruitment and Advertising Plan form**, and should have a clear roadmap and plan of complementing the advertising package offered by FAD. Specifically, departments should provide a list of outreach efforts they will undertake in order to attract a diverse candidate pool. For example, the list could include academic and professional listservs and websites. As searches progress, departments will be required to provide FAD with progress updates on the implementation of the steps and objectives identified in the Recruitment and Advertising Plan submitted to FAD.

Departments are also asked to use **clear and consistent rubrics** when evaluating candidates. These rubrics must be finalized and submitted with the Recruitment and Advertising Plan before any candidate review may move forward. Departments are encouraged to receive FAD input and approval on the rubrics they will use before they proceed with review of candidates.

For resources and guidance, please consult the DEPTH Center at <https://www.csusb.edu/diversity-equity-promotion-tenure-hiring/activities-and-resources>

Please fill out the below form to explain your department's Diversity Action Plan to request a faculty line and return the completed form to **Nicole Dabbs, Associate Provost for Faculty Affairs and Development** at ndabbs@csusb.edu.

College:	<input type="text"/>	Department:	<input type="text"/>
Position Title/Rank:	<input type="text"/>		
Search Timeline (approx.):	From: <input type="text"/>	To: <input type="text"/>	

¹ In this form, department refers to academic departments and schools.

Diversity Action Plan for the Department

Please list **all the proactive efforts and strategies** the department will engage in to yield a robust, highly qualified and diverse applicant pool, specifically **addressing the points raised on page 1 of this form**. Use the narrative box below to provide context, and the table to list specific efforts and strategies.

Narrative:

Proactive Efforts & Strategies:

Effort / Strategy	Timeline

Submitted By

Department Chair:

Date:

College Dean:

Date:

Associate Provost for Faculty Affairs and Development:

Date: