

Recruitment & Advertising Plan

2026-2027

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 1: 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 the department/school recruitment was formed on: [insert date]

Step 2: Expected date to submit the detailed plan to FAD for review and approval.

Step 3: The department chair or school director shares the approved recruitment plan with the department.

Step 4: 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.

Recruitment Timeline

Please list all recruitment activities, who is responsible, and target dates of completion. This should span from the start of submitting these forms to final interview.

Activity (e.g. review applicants, zoom interview, etc.)	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 — Positions Listed on These Job Boards (placed by FAD)

- NEOGOV
 - Diverse Education
 - Hispanics in Higher Education
 - Blacks in Higher Education
 - Native Americans in Higher Education
 - Women and Higher Education
 - Higher Ed Jobs
 - HBCU Connect
 - Journal of Blacks in Higher Education
 - CSU Careers
 - Higher Education Recruitment Consortium (HERC)
 - Black Doctoral Network
 - The Chronicle of Higher Education
- <https://www.neogov.com/>
 - <https://www.diverseeducation.com/>
 - <https://hispanicsinhighered.com>
 - <https://www.blacksinhighered.com>
 - <https://www.nativeamericansinhighered.com/>
 - <https://www.womenandhighered.com/>
 - <https://www.higheredjobs.com/>
 - <https://hbcuconnect.com/>
 - <https://jbhe.com/jobs/>
 - <https://csucareers.calstate.edu/>
 - <https://southern-ca.hercjobs.org/>
 - <https://blackphdnetwork.wildapricot.org/>
 - <https://www.chronicle.com>

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*). Example rubrics can be found [here](#).

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: