

 **Recruitment & Advertising Plan**

**2020-2021**

This plan documents advertising and recruiting 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 the recruitment plan. Discuss and outline the plan at the first meeting of the search committee, held in the Spring.

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).*

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

**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, semi-finalist list 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 & department will yield a more robust, highly qualified, and diverse applicant pool. List those efforts and strategies in detail *(e.g., professional conferences, targeted emails, letters, personal contacts/phone calls, social media, etc.)*, who is assigned to it, and provide the target date. Faculty Affairs and Development will place advertisements for all faculty positions in The Chronicle of Higher Education. The search committee should also advertise the job announcement at other relevant publications, websites, professional and diversity-targeted listservs, professional organizations/affinity groups, and other colleges/universities. List all locations in detail, 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Tips: 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**
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**

Note any additional/relevant information related to the search.

*Reviewed by:*

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