RECRUITMENT AND ADVERTISING PLAN

**Department of [Department Name]**

**Position [ ]**

**Recruitment No. [ ] Search Year [ ]**

Prior to establishing its Recruitment and Advertising Plan, the Search Committee reviews the University, Division of Academic Affairs, and College affirmative action goals and action plans. Following is a list of recruitment activities:

|  |
| --- |
| **FACULTY AFFAIRS RESPONSIBILITY**   * Submits each college-wide tenure-track announcement in **The Chronicle of Higher Education** * Submitsauniversity-widetenure-track announcement in **Women in Higher Education** * Submits link to Employment Opportunities in **The Voice (**Hispanic Association of College and Universities — HACU) (Online for only 30 days) * Submits university-wide tenure-track announcement in **Hispanic Outlook** * Submits university-wide tenure-track announcement in **Diverse Issues in Higher Education** (formally Black Issues in Higher Education) * Places position description announcement on the following web sites: * Faculty Affairs: http://www.csulb.edu/aa/personnel/jobs/ * CSU Careers: http://csucareers.calstate.edu/ * Higher Ed Jobs: http://www.higheredjobs.com/ * Inside Higher Ed: http://insidehighered.com/ * Calif Job Service EDD: http://www.caljobs.ca.gov/ |

**Department Responsibility**

* The department advertises in **discipline-related professional association publications, newsletters, professional associations used by academicians within the discipline; send the job advertisement to the professional associations and e-mail representatives from the Latino, African American, and Asian American caucuses, the feminist/women’s caucuses, and the gay and lesbian caucuses within these professional associations**. (List sources, dates and/or attach e-mail lists)
* Sends cover letter and announcement to each institution of higher education in the United States granting doctorates and to institutions with outstanding graduate and undergraduate programs in the field. (Attach list of institutions.)
* Position announcement is posted by faculty at **[list discipline related local, regional, and national conferences]** List of faculty in attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Please include the following statement in the announcement:**

*California State University, Long Beach welcomes and encourages diversity.  We seek applicants and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds.  The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.  California State University, Long Beach is an affirmative action/equal opportunity employer.”*

1. The position announcement is mailed electronically to professionals whose names appear on a variety of e-mail directories related to the field of **[name of department].** Attach list of e-mail directories used.
2. The following recruitment activities, designed to target potential candidates from underrepresented/underutilized groups are undertaken:
3. Reviews directories of women and ethnic minority doctoral candidates such as the **Directory of Women and Ethnic Minority Doctoral Candidates**, **CIC Directory**, and the **Directory of Recipients of the CSU Forgivable Loan Program.** The search committee sends letters and announcements to those individuals pursuing either degrees and/or research appropriate for the position(s).
4. Flyers are sent to all colleges and universities designated as "Hispanic serving" or with significant Hispanic enrollment [indicate mailings to all targeted groups — i.e., those from which there is underutilization — such as historically black colleges and universities, colleges with predominantly female enrollment, etc.]. Attach lists.

The position is publicized and aggressive recruiting carried out through other faculty efforts as well. Emphasis is placed upon recruitment of applicants from targeted groups through networking conducted by the search committee and department faculty.

* **Instructions: Please keep a short list of sources on file for auditing purposes.** **Please refer to the diversity resources provided by the Office of Equity and Diversity (see below).**

Please Note: Revisions and comments will be entered on the WORD document, under the “track changes” option and emailed back to the department for review and final signatures. Please send an updated copy to the Office of Equity and Diversity.

**Signature for Approval:**

**Dean Date**

**Equity/Diversity Director Date**

**Please e-mail the R&A Plan to:**

Larisa Hamada

Director, Equity & Diversity

Email: [Larisa.hamada@csulb.edu](mailto:Larisa.hamada@csulb.edu)

Office: 562-985-8256

Fax: 562-985-5982

**DIVERSITY RECRUITING RESOURCES**

**ADVANCE program home page**

<http://www.portal.advance.vt.edu/>

This NSF-sponsored program supports efforts at a variety of institutions to facilitate the progress of

Women in science and engineering careers. The individual institutions all have their own websites,

many of which offer useful advice on recruitment and hiring.

**Historically Black Colleges and Universities**

<http://www.ed.gov/about/inits/list/whhbcu/edlite-list.html>

The first lists the websites of all the HBCUs that are registered; the second allows searches for

advanced degree programs at these institutions.

**Hispanic Association of Colleges and Universities**

<http://www.hacu.net/assnfe/CompanyDirectory.asp?STYLE=2&COMPANY_TYPE=1,5>

The first lists the websites of all the HBCUs that are registered; the second allows searches for

advanced degree programs at these institutions.

**Minority Women Doctoral Directory**

<http://www.mwdd.com/>

This Directory lists approximately 4,500 Black, Hispanic, American Indian, Asian and Women

students in nearly 80 fields in the sciences, engineering, and humanities. Each Entry contains

contact information, ethnicity/citizenship, department, and areas of specialization, date of

completion, dissertation title, and name and contact information of the faculty advisor. Entries

are indexed by field of study.

**UC President Post-Doctoral Fellowship Program**

<http://www.ucop.edu/acadadv/ppfp/>

The University of California President's Postdoctoral Fellowship Program offers postdoctoral

research fellowships, faculty mentoring, and eligibility for a hiring incentive to qualified

scholars in all fields whose research, teaching, and service will contribute to the diversity and

equal opportunity at the University of California.

**Directory of Ford Fellows**

<http://nrc58.nas.edu/FordFellowDirect/Main/Main.aspx>

The directory contains information on Ford Foundation Postdoctoral Fellowship recipients

awarded since 1980 and for Foundation Pre-doctoral and dissertation fellowship recipients

awarded since 1986. The database is sorted alphabetically by last name and includes current

institution, field of study, and year/level of award.

**National Minority Faculty Identification Program (NMFI)**

<http://www.southwestern.edu/natfacid/>

Educational Institutions join NMFI program for $200. This program advertises its roster of member

institutions four times a year in The Chronicle and invites candidates to submit their CV’s for

consideration by member institutions. NMFI Program produces four times a year (October,

November, January, and March) a computerized directory of the abbreviated resumes, indexed by

discipline. Using this directory, member institutions can request up to 25 dossiers free of charge,

thereafter dossiers are $1.00 each.

**Minority Scientists Network**

<http://sciencecareers.sciencemag.org/career_development/miscinet/>

News items, career advice, links to scholarly articles on recruitment and diversity.

**Society for Advancement of**

**Chicanos and Native Americans in Science**

<http://www.sacnas.org/>

Their mission is “to encourage Chicano/Latino and Native American students to pursue graduate

education and obtain the advanced degrees necessary for science research, leadership, and

teaching careers at all levels.” The website has a job listing and advertisements can be placed

there.

**Insight into Diversity (Affirmative Action Register)**

<http://www.insightintodiversity.com/>

List of institutions, organizations and companies who make extra effort to reach qualified candidates

within all segments of society, with special effort to notify members of federally mandated groups of

advertised position openings. Publication online is at no added charge with purchase of printed ad.

**Committee on Institutional Cooperation (CIC)**

<http://www.cic.net/Home.aspx>

Big ten universities have cooperated in the development of two databases containing CVs from

those who obtained Ph.D.s from one of the participating institutions.

**CIC: Doctoral Directory**

<http://www.cic.net/Home/Students/DoctoralDirectory/Introduction.aspx>

Directory contains 400 African American, Latino, Native American and Asian students who have

recently completed or will soon complete their Ph.D. or MFA degree at a CIC university in 50

different fields in the sciences, social sciences, and humanities.

*Faculty Search Committee Toolkit for Department Administrators* 17

**CIC: Student Opportunities**

<http://www.cic.net/Home/Students.aspx>

This page lists a number of resources to help graduate students further their careers on the

pathway to becoming faculty.

**Directory of Minority Doctoral Recipients**

**and Candidates in New York State**

<http://www.nysl.nysed.gov/scandoclinks/ocm24479142.htm>

This Directory was compiled by the New York State board of regents in cooperation with the

New York State Education Department and the New York academic community. The Directory

lists more than 250 minority persons who have recently completed or will soon complete

doctoral degrees in the sciences, social sciences, and humanities at colleges or universities in

New York State. The entries, arranged by field of study, include contact information, ethnicity,

institution, department, field, dissertation title, date of degree, and faculty advisor.

**National Directory of Doctoral Students**

<http://www.nebhe.org/doctoral.html>

This directory was compiled by the Excellence Through Diversity Program through the New

England Board of Higher Education (NEBHE). You must become a friend of NEBHE in order to

have access to the National Directory of Doctoral Students.

**Faculty For The Future**

<http://www.engr.psu.edu/fff/>

This website is dedicated to linking a diverse pool of women and under-represented minority

candidates from engineering, science, and business with faculty and research positions at

universities across the country.