**RECRUITMENT AND ADVERTISING PLAN**

**Department of [Department Name]**

**Position [ ]**

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

Prior to establishing its Recruitment and Advertising Plan (R & A), 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:

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| **FACULTY AFFAIRS RESPONSIBILITY*** Submits each college-wide tenure-track announcement in **The Chronicle of Higher Education**
* Submitsauniversity-widetenure-track announcement in the following:
* **Women in Higher Education**
* **Hispanic Outlook**
* **Diverse Issues in Higher Education** (also known as Black Issues in Higher Education)
* Submits link to Employment Opportunities in **The Voice (**Hispanic Association of College and Universities — HACU) (Online for only 30 days)

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/>
* Cal Jobs Service EDD: http://www.caljobs.ca.gov/
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**DEPARTMENT RESPONSIBILITY FOR DIVERSITY-SPECIFIC RECRUITMENT EFFORTS:**

***Note: The department is expected to complete all items identified on the R&A Plan and to provide documentation of each*** ***with the final appointment file that is provided to Faculty Affairs at the end of the recruitment process. If the department is unable to complete any part of the R&A Plan, the department must consult with the Dean early in the recruitment process and then provide an explanation with the final appointment file.***

***Below are examples or ideas of potential diversity recruitment efforts for your committee to review. Please customize your committee’s diversity efforts. Please delete unnecessary example bullets. In the event we are audited, please retain copies of your committee’s diversity efforts as evidence that each bullet was addressed.***

* **DIVERSITY EXAMPLE:**  *(List sources, dates and/or include e-mail listservs)* 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.
* **DIVERSITY EXAMPLE:**  *(List of institutions below)* Sends 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.
* **DIVERSITY EXAMPLE:** *(List discipline related local, regional, and national conferences)* Position announcement is posted by faculty atList of faculty in attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **DIVERSITY EXAMPLE:**  *(List of e-mail directories)* The position announcement is mailed electronically to professionals whose names appear on a variety of e-mail directories related to the field of*[department name]****.***
* **DIVERSITY EXAMPLE:** *(List activities)* The following recruitment activities, designed to target potential candidates from underrepresented/underutilized groups are undertaken.
* **DIVERSITY EXAMPLE:** Reviews directories of women and ethnic minority doctoral candidates such as the **Directory of Recipients of the CSU Forgivable Loan Program.** For a hard copy of this directory, please contact Equity & Diversity at 562-985-8256. The search committee sends letters and announcements to those individuals pursuing either degrees and/or research appropriate for the position(s).
* **DIVERSITY EXAMPLE:** *(Attach lists)* Announcements 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.]. .*
* **DIVERSITY EXAMPLE:** *(Identify specific recruitment efforts)* 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.

**Please include the following statement in position announcements:**

*CSULB seeks to recruit faculty who enthusiastically support the University’s strong commitment to the academic success of all of our students, including students of color, students with disabilities, students who are first generation to college, veterans, students with diverse socio-economic backgrounds, and students of diverse sexual orientations and gender expressions.  CSULB 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 a rich variety of expertise, perspectives, and ways of knowing and learning.*

**Please Note: To expedite the process, 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.**

**Signatures for Approval:**

 **Dean Date**

 **Equity/Diversity Director Date**

**Please E-Mail the R & A Plan to:**

Larisa Hamada, Director

Office of Equity and Diversity

E-Mail: larisa.hamada@csulb.edu

Office: 562-985-8256

Fax: 562-985-5982