RECRUITMENT AND ADVERTISING PLAN

Department of [Department Name]
Position [ ]
Recruitment No. [ ] Search Year [ ]

Send the R&A Plan only to the Office of Equity & Diversity. Dean's signature is not required.

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:

ACADEMIC PERSONNEL RESPONSIBILITY

a) Submits each college-wide tenure-track announcement in **The Chronicle of Higher Education** (Issue Date 9/5/08);
b) Submits a university-wide tenure-track announcement in **Women in Higher Education** (Issue Date 9/1/08)**;**
c) Submits link to Employment Opportunities in **The Voice (**Hispanic Association of College and Universities — HACU) (Online for only 30 days beginning 9/8/08);
d) Submits university-wide tenure-track announcement in **Hispanic Outlook** (Issue Date 9/8/08);
e) Submits university-wide tenure-track announcement in **Diverse: Issues in Higher Education** (formally Black Issues in Higher Education); (Issue Date 9/4/08);
f) Places position description announcement on the following websites:
   1. Academic Personnel: http://www.csulb.edu/aa/personnel/jobs/
   2. CSU Careers: http://csucareers.calstate.edu/
   3. Higher Ed Jobs: http://www.higheredjobs.com/
   4. Inside Higher Ed: http://insidehighered.com/
   5. Calif Job Service EDD: http://www.caljobs.ca.gov/

DEPARTMENT RESPONSIBILITY

g) 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 email 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 email lists)
h) Sends cover letter and announcement to each institution of higher education in the United States granting doctorates within the discipline and to institutions with outstanding graduate and undergraduate programs in the field. (Attach list of institutions.)
i) Position announcement is posted by faculty at **[list discipline related local, regional, and national conferences]**. List of faculty in attendance.
j) The position announcement is mailed electronically to professionals whose names appear on a variety of email directories related to the field of **[name of department].** Attach list of email directories used.
k) The following recruitment activities, designed to target potential candidates from underrepresented/underutilized groups are undertaken:
   1) 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).
   2) 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.

Director of Equity and Diversity Date