

# RECRUITMENT AND ADVERTISING PLAN

Department of [Department Name]

Position [ ]

Recruitment No. [ ] Search Year [ ]

The Search Committee meets and develops its Recruitment & Advertising Plan (R & A) for review and approval from Equity & Diversity. Faculty Affairs must first approve the Position Description (PD) before a recruitment number may be issued.

## Faculty Affairs completes the following diversity recruitment efforts for all Tenure Track recruitments:

- ❖ Submits each college-wide tenure-track announcement in **The Chronicle of Higher Education**

Places position announcement on the following web sites:

- ❖ Faculty Affairs <http://www.csulb.edu/faculty-affairs/employment-opportunities>
- ❖ CSU Careers <http://csucareers.calstate.edu>
- ❖ Vitae (Chronicle of Higher Education) <https://chroniclevitae.com>
- ❖ Higher Ed Jobs [www.higheredjobs.com](http://www.higheredjobs.com)
- ❖ Hispanic Association of Colleges and Universities (HACU) [www.hacu.net](http://www.hacu.net)
- ❖ Blacks in Higher Ed [www.blacksinhighered.com](http://www.blacksinhighered.com)
- ❖ Native Americans in Higher Ed [www.nativeamericansinhighered.com](http://www.nativeamericansinhighered.com)
- ❖ LGBT in Higher Ed [www.lgbtinhighered.com](http://www.lgbtinhighered.com)
- ❖ Women and Higher Ed [www.womenandhighered.com](http://www.womenandhighered.com)
- ❖ Cal Jobs Service EDD <http://www.caljobs.ca.gov>

## Department Responsibility for Diversity-Specific Recruitment Efforts:

**- IMPORTANT -**

The department is expected to complete *all items* identified on the R&A Plan and to *provide documentation of each activity* 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, please submit a revised R&A. Should the Department include additional recruitment efforts that are not listed on the approved R&A Plan, a separate list of these recruitment efforts must be provided along with proof of advertising.

**Examples:** 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.**

- 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.
- List of institutions:** 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.

- List discipline related local, regional, and national conferences:** Position announcement is posted by faculty at List of faculty in attendance: \_\_\_\_\_.
- List of e-mail directories or recruitment communications to specific individuals:** 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]*.
- Review the Directory of Recipients of the CSU Forgivable Loan Program:** For a copy of this directory, please contact Faculty Affairs. The search committee sends letters and announcements to those individuals pursuing either degrees and/or research appropriate for the position(s). **DISCLAIMER:** The distribution of the directory is meant for CSU Personnel only. The directory cannot be published on any website.
- Announcements sent to 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.]*
- 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 is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identity, sexual orientation, marital status, disability, medical condition, age, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer*

Submit completed R&A plan to:

Larisa Hamada, Assistant Vice President  
Office of Equity & Diversity  
E-Mail: [larisa.hamada@csulb.edu](mailto:larisa.hamada@csulb.edu)  
Office: 562-985-8256  
Fax: 562-985-5982  
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**Assistant Vice President, Equity & Diversity**

**Date**