

TENURE TRACK RECRUITMENT & ADVERTISING PLAN

Department

Position

Search Year

Recruitment No.

Step 1: The Search Committee meets and develops its Recruitment & Advertising Plan (R&A) for review and approval from Equity & Compliance. Faculty Affairs **must first approve** the Position Description (PD) before OEC can approve the R&A plan.

Step 2: Once the PD is approved, the Recruitment & Advertising Plan (R&A) will be reviewed by Equity & Compliance for approval.

Department Responsibility for Inclusion 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.

Below are examples of recruitment strategies your committee may consider using to ensure inclusive and thorough outreach. **IMPORTANT: For auditing purposes, please make sure to DELETE and EDIT any recruitment actions taken. Only items your committee will be completing should remain on this R&A Plan.** For each strategy you choose to implement, ***be sure to document the specific sources, names, dates, and other relevant details, as this documentation may be required for future reference or audit/compliance reviews.***

EXAMPLES TO EDIT AND CUSTOMIZE BELOW:

- **Advertising Sources:** List all sources and dates where the position is advertised. This may include professional association publications, newsletters, and email listservs. Share the job posting with caucuses that focus on specific communities or identities (e.g., Latino, African American, Asian American, women's, LGBTQ+) within those 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.
- **Conference Outreach:** Announce the position at relevant local, regional, and national conferences. *Include the names of faculty attending and distributing the posting.*



- **List of e-mail directories or recruitment communications to specific individuals:** The position announcement is mailed electronically to individuals listed in professional directories relevant to the field or department.
- **Chancellor's Doctoral Incentive Program (CDIP):** *CDIP prepares doctoral students from across the nation for careers as CSU faculty. To share job opportunities with CDIP fellows, please post your job opportunities on LinkedIn and tag CDIP ([linked here](#)). You can also reach out to the program staff directly at cdip@calstate.edu and the faculty director at cdipdirector@calstate.edu to explore additional opportunities to promote your posting.*
- **Announcements sent to colleges and universities designated as Hispanic Serving Institutions (HSI) 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.

University Recruitment Response: (No Committee Action Needed) Faculty Affairs completes the following compliance 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
 - Hispanic Association of Colleges and Universities (HACU) www.hacu.net
 - Blacks in Higher Ed www.blacksinhighered.com
 - Native Americans in Higher Ed www.nativeamericansinhighered.com
 - LGBT in Higher Ed www.lgbtinhighered.com
 - Women and Higher Ed www.womenandhighered.com
 - Cal Jobs Service EDD <http://www.caljobs.ca.gov>

Please include the following Equal Employment statement in position announcements:

"All university program and activities are open and available to all regardless of race, sex, color, ethnicity, or national origin. Consistent with CSU's Nondiscrimination Policy, as well as state and federal law, CSULB provides equal opportunity in education and employment without unlawful discrimination or preferential



CALIFORNIA STATE UNIVERSITY

LONG BEACH

Office of Equity & Compliance

treatment based on race, sex, color, ethnicity or national origin. To access CSULB's full statement on Equal Opportunity and Excellence in Education and Employment, please visit [Equity & Compliance](#)."

Submit completed R&A plan to:

Larisa Hamada, Assistant Vice President, Office of Equity & Compliance

E-mail: OEC@csulb.edu

Office: 562-985-8256 Fax: 562-985-5982

FND 160

Assistant Vice President, Equity & Compliance

Date