**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/>
* Inside Higher Ed <http://careers.insidehighered.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 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 with the Dean’s signature.***

**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 atList 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 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).
* **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 identification, sexual orientation, marital status, disability, genetic information, medical condition, age, Vietnam era veteran status, or any other veteran's status.   CSULB is an Equal Opportunity Employer.*

**Dean’s Signature for Approval:**

 **Dean Date**

Submit completed R&A plan, with Dean’s Signature to:

Larisa Hamada, Director

Office of Equity and Diversity

E-Mail: larisa.hamada@csulb.edu

Office: 562-985-8256

Fax: 562-985-5982

FND120

 **Equity & Diversity Director Date**