

Academic Affairs Guide for Developing a Faculty Hiring Outreach Plan

Please delete this page and these instructions before submitting the form below

Purpose: *The Faculty Hiring Outreach Plan provides documentation of the steps to be taken to reach out to a broad group of applicants in order to foster a diverse pool.*

Procedures

-The department chair and search committee chair complete the plan below and submit it with the Faculty/ Librarian Search Request Form in DocuSign.

*-Include screening and on-campus interview questions, and rubrics. (Examples of questions and rubrics are available on the **Faculty Search Committee Resource Sharepoint site**.)*

Examples of strategies to include in a Faculty Hiring Outreach Plan are noted below:

- *Identify discipline-specific publications, media, and professional organizations that include individuals from historically underrepresented backgrounds, and utilize these resources to expand the advertisement of the position.*
- *Reach out to specific graduate programs at Minority Serving Institutions (MSI). Reach out to chairpersons by phone or email to these institutions and request the distribution of the vacancy announcement to doctoral students.*
- *Utilize professional networks and professional affinity groups to reach out to potential candidates from underrepresented groups and personally invite them to apply.*
- *Ask faculty to share with their own alumni and professional networks. Provide copies of vacancy announcement to all faculty attending conferences and professional meetings for wide distribution.*
- *Share vacancy announcement with TU's Faculty and Staff Affinity Groups and ask that they share with potential applicants from diverse backgrounds.*
- *Contact individuals that have come to campus or participated in departmental/college programming or taught as an adjunct to inquire regarding their interest in applying for the vacancy.*
- *Reach out to social media groups of MSI graduate programs, career centers, and alumni groups and ask permission to post and share job vacancy announcements.*

Minority Serving Institutions (MSI) include:

Alaska Native-Serving Institutions; Asian American, Native American Pacific Islander-Serving Institutions; Historically Black Colleges & Universities (HBCUs); Hispanic Serving Institutions; Native American-Serving Non-Tribal Institutions; Native Hawaiian-Serving Institutions; Predominantly Black Institutions; Tribal Colleges and Universities.

For more information, visit the Center for Minority Serving Institutions for the [MSI Directory](#).

For questions or more information:

Contact Dr. Iona Ringgold, Assistant Provost for Diversity and Inclusion, iringgold@towson.edu.

**Academic Affairs
Faculty Hiring Outreach Plan**

College _____ Department _____

	Name	Blackboard Committee Training	Search (Inclusion) Advocate Training (Y/N)
Committee Chair			
Committee Co-chair (optional)			
Member			
Member			
Member			

Screening/Application Questions and/ or rubric: (if conducted, include here or attach)

Prescreening Interview Questions/Protocols/Rubrics: (if conducted, include here or attach)

On Campus Interview Questions/Protocols/Rubrics: (include here or attach)

Recruitment Strategies:

Personal Contacts and Invitations

Outreach (e.g., conferences, professional meetings, professional Listservs, etc.)

Expand Advertisement (e.g., www.hercjobs.org, professional journals, job boards, etc.)

Targeted Marketing to Minority Serving Institutions / Programs and Professional Organizations

Other:
