Per UPS 210.001, California State University, Fullerton is fully committed to increasing the diversity of its faculty through promoting strategies that yield robust, highly qualified, and diverse applicant pools. A proactive recruitment and advertising plan is essential to this commitment, and departments are expected to develop a robust and proactive recruitment plan. HRDI and the Dean will review and approve this plan before posting the position announcement.

To ensure the timely review of this plan, please read the instructions carefully and provide all of the requested information. Items marked with \* are minimally required for approval of the plan.

1. **Position Information**

Fill in the information below.

* \*Department:
* \*Position Title:
* \*Requisition Number (from CHRS Recruiting):
1. **Default Publications and Job Boards**

HRDI will pay for and post to the sites listed below. No edits are necessary for this section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Publication/Board** | **Website** | **Print/Online** | **Anticipated Post Date** |
| CSUF | [hr.fullerton.edu/careers/](https://hr.fullerton.edu/careers/) | Online | posted by HRDI after final approval |
| CSU Careers | [csucareers.calstate.edu](https://csucareers.calstate.edu) | Online | posted by HRDI after final approval |
| CalJOBS | [caljobs.ca.gov](http://www.caljobs.ca.gov) | Online | posted by HRDI after final approval |
| Chronicle of Higher Education | [chroniclevitae.com](https://chroniclevitae.com) | Print and Online | posted by HRDI after final approval |
| Diverse Jobs⸸ | [diversejobs.net](http://diversejobs.net) | Online | posted by HRDI after final approval |
| HigherEdJobs.com | higheredjobs.com | Online | posted by HRDI after final approval |
| Higher Education Recruitment Consortium (HERC)  | [hercjobs.org](http://www.hercjobs.org) | Online | posted by HRDI after final approval |
| The Black Doctoral Network | [blackphdnetwork.com](https://www.blackphdnetwork.com/) | Online | posted by HRDI after final approval |
| ⸸includes asiansinhighered.com, blacksinhighered.com, disabledinhighered.com, hispanicsinhighered.com, lgbtinhighered.com, vetjobs.com, womenandhighered.com |

1. **Discipline-Specific Publications and Job Boards**

List at least one, ideally several, discipline-specific publications or job boards. The department is responsible for posting to and paying for the publications/boards listed here using the faculty search funds allocated by the Provost’s office. Additional rows can be added to this section as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Publication/Board** | **Website** | **Cost Estimate** | **Planned Post Date** |
| \* | \* | \* | \* |
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1. **Affinity Groups**

List at least one, ideally several, affinity groups (e.g., ethnic, gender, sexual orientation) within the discipline. This could include identity-specific job boards, list-serves, and other communication channels. To meet the CSUF President’s commitment to the Black Student Union, departments are highly encouraged to include their discipline’s affinity group for Black and African American members. The department is responsible for sharing the position announcement with these groups and for covering any associated costs using the faculty

search funds allocated by the Provost’s office. Additional rows can be added to this section as necessary.

|  |  |
| --- | --- |
| **Name of Affinity Group** | **E-mail Address or Posting Website** |
| \* | \* |
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1. **Other No-Cost Outlets**

List at least one, ideally several, additional no-cost outlet (e.g., professional contacts in the discipline/sub-field, no-cost list-serves, no-cost website postings). A robust recruitment plan should include MANY no-cost outlets, particularly professional contacts. The department is responsible for sharing the position announcement through these outlets. Additional rows can be added to this section as necessary.

|  |  |  |
| --- | --- | --- |
| **Contact Name / List-Serve / Website** |  | **E-mail Address or Posting Website** |
| \* |  | \* |
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1. **Conferences**

List any conferences that will be attended by department representatives with the intention of networking and advertising the position. The department is responsible for the cost and logistics of attending these conferences. Additional rows can be added to this section as necessary.

|  |  |  |
| --- | --- | --- |
| **Conference Name** | **Conference Date** | **Department Representative Name(s)** |
|  |  |
|  |  |  |

1. **Graduate Schools**

List all graduate schools that will receive the position announcement. The contact name should typically be the graduate director or relevant department head. Include doctoral degree-granting HBCUs, Hispanic Serving Institutions, and Tribal Colleges, as well as other institutions relative to the discipline. The department is responsible for sharing the position announcement with these contacts. A robust recruitment plan should include MANY schools. Additional rows can be added to this section as necessary.

|  |  |  |
| --- | --- | --- |
| **Institution Name** | **Contact Name** | **Contact E-mail Address** |
| \* | \* | \* |
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1. **Search Committee Composition**

As communicated in UPS 210.001, each department is encouraged to make a good-faith effort to create a diverse search committee. This national best practice tends to increase the likelihood of selecting a diverse group of finalists.

* \*Did the department make a good-faith effort to create a diverse search committee?

[ ]  Yes

[ ]  No

1. **Plan Review**
* \*Has this recruitment and advertising plan been reviewed by all members of the Search Committee?

[ ]  Yes

[ ]  No