OUTREACH GUIDE
FOR
FACULTY RECRUITMENT
Dear Search Committee Chair:

Towson University is committed to fostering a learning community that mirrors the face of the population surrounding the campus, regionally and Statewide. University diversity initiatives include building strong, targeted diversity outreach efforts to foster the achievement of diversity goals in hiring. The Office of Diversity and Equal Opportunity has developed the Outreach Guide for Faculty Recruitment as a tool to assist you, and your search committee, to support the University’s guiding principle of fostering a diverse and inclusive community. The Outreach Guide for Faculty Recruitment identifies resources that will assist your search committee with efforts to reach a diverse pool of candidates.

Working together, we can establish and maintain a campus community that: challenges students’ perspectives by providing a complete educational experience; promotes social, racial, ethnic, and political understanding by recognizing and respecting the rights of all individuals; enhances students’ professional development by exposing them to diverse perspectives and assists students in understanding how to effectively perform in a democratic multicultural society. We trust that you will find this guide helpful. Please feel free to contact the office, 4-2360, at any time during the search process. We are pleased to respond to questions or concerns that you may have during the search process. Thank you for all you do to support a welcoming campus environment for our faculty, staff, and student bodies.

Sincerely,

Debbie Seeberger
Assistant to the President for Diversity & Equal Opportunity
Office of Diversity & Equal Opportunity
AD 206
4-2360
Before the Search
(Ongoing)

The Academic Department Should:

- Develop relationships with minority organizations, locally and nationally.
- Develop relationships and foster partnerships with faculty and students of Historically Black Colleges and Universities and Hispanic Serving Institutions.

Note that waiting until a search has begun to make contact with these organizations is often not effective. It is best to maintain ongoing relationships in order to demonstrate Towson University’s commitment to diversity.

Preparation of Vacancy Announcement:

It is recommended that vacancy announcements include a statement which will serve to attract diverse applicants. Below are several examples:

- A record of scholarship in areas related to diversity.
- Experience with a variety of teaching methods or curricular perspectives.
- Previous experience interacting with communities of color.
- Interest in developing and implementing curricula that address multicultural issues.
- Demonstrated success in working with diverse populations of students.

Source: Dr. Caroline Sotello Viernes Turner, Diversifying the Faculty: A Guidebook for Search Committees (this publication was provided to all academic departments)
Building a strong, targeted diversity outreach effort to achieve diversity in hiring has been identified in *Towson University 2010: Mapping the Future* as an institutional goal. In order to facilitate the achievement of this goal, members of faculty search committees should take steps to ensure that applicant pools include highly-qualified, diverse candidates. The development and implementation of action-oriented steps to expand applicant pools is critical and should be attended to during the first few, and subsequent, meetings of the search committee. It is important to note that advertising in traditional venues will ensure an applicant pool of traditional candidates.

Examples of action-oriented steps:

1. Advertising in publications that target diverse populations.  
   (see Internet Resources & Publications)

2. Contacting women and minorities who have held or currently hold part-time positions

3. Making direct contact with academic units at other universities. The Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Programs of the Department of Labor expect personal networking and contacts by search committee members.

4. Requesting that faculty members attending professional meetings and conferences combine their visits with recruiting efforts

5. Visiting universities that graduate a large number of minority and/or female individuals with Ph.D.'s within the discipline (see Targeted Outreach Resources Guide, II. Minority Colleges and Universities with Doctoral Programs)

6. Visit fellows' day at doctoral programs supporting individuals working toward completion of the terminal degree

Note: **Two or more outreach efforts are required and should be documented and reported to the Office of Diversity and Equal Opportunity** (Towson University Faculty and Professional Librarian Hiring Procedures, p. 3).
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RESOURCES FOR
TARGETING INDIVIDUALS

✓ Minority and Women Doctoral Directory (purchased by Fisher College of Mathematics and Science and the Office of Diversity and Equal Opportunity) labels have been distributed to academic departments

✓ Gates Millennium Scholars
http://www.gmsp.org/
I. Internet Resources

Targeted Outreach Resources Guide

The Office of Diversity and Equal Opportunity has developed a web-based Targeted Outreach Resource Guide (see p. 8). The guide provides listings and links to institutions with high concentrations of minority students, minority colleges and universities with doctoral programs (searchable by discipline), web sites and publications for vacancy announcement postings, Maryland outreach organizations and national organizations that represent minorities/females and individuals with disabilities. To access the Targeted Outreach Resources Guide:

1. Go to Towson University’s website http://www.towson.edu
2. Select: Commitment to Diversity
3. Select: Office of Diversity & Equal Opportunity  
   http://www.towson.edu/odeo/
4. Select: Academic Search Resources
5. Select: Targeted Recruitment Resources
Office of Diversity and Equal Opportunity

Academic Search Resources

Targeted Recruitment Resources

1. The Targeting Recruitment Resources Guide is a listing of institutions having a high concentration of minority students. Requests may be faxed to these institutions.

   • Targeting Recruitment Resources Guide (PDF)

2. The Minority Colleges and Universities with Doctoral Programs is a listing of historically minority institutions with doctoral programs. A search by doctoral program can be done to locate those institutions that offer degrees in disciplines relevant to a specific vacancy. Requests may be faxed to these institutions.

   • Minority Colleges and Universities with Doctoral Programs

3. Free and Inexpensive Electronic Resources

   • Web Sites

   A listing of web sites that will post vacancies for free or low cost to the hiring agency. A search can be done to located appropriate site/s for the specific vacancy.

   • Publications

   A list of publications and LISTSERV's by discipline or those generic to higher education. Specific directions are provided to the user for subscription and/or posting a vacancy.

4. The Maryland Outreach Organizations is a listing of Maryland organizations that posts vacancy announcements. Requests may be faxed to these institutions.

   • Maryland Outreach Organizations (PDF)

5. The National Organizations that Represent Minorities/Females and Individuals with Disabilities is a listing of national outreach organizations that best relate to the discipline and/or outreach needs. Requests may be faxed to these institutions.

   • National Organizations that Represent Minorities/Females and Individuals with Disabilities (PDF)
II. Internet Resources (continued)

Academic Careers (note diversity package)
**Username: towsonu    Password: outreach**
[http://www.academiccareers.com/Rates.htm](http://www.academiccareers.com/Rates.htm)

Advancing Minorities Interest in Engineering (AMIE)
[http://www.amiepartnerships.org](http://www.amiepartnerships.org)

Advancing Women
[http://www.advancingwomen.com](http://www.advancingwomen.com)

African American Business Alliance

Afro-American Historical & Genealogical Society

American Indian Sciences and Engineering Society

Arab & Muslim American Organizations

Asian Academic Accounting Association (Four A)

Asian American Advertising Federation (3AF)
[http://www.3af.org/](http://www.3af.org/)

Asian American Bar Association

Asian American Journalists Association

Asian American Net: Asian Studies Schools
[http://www.asianamerican.net/center_main.html](http://www.asianamerican.net/center_main.html)

Asian American Village

Asian Business Association

Asian Pacific American Women’s Leadership Institute
II. Internet Resources (continued)

Faculty for the Future (FREE) – **Username: towsonu  ** **Password: outreach**
https://www.engr.psu.edu/fff/misc/services.asp
FacultyForTheFuture.org is the only website dedicated to linking a diverse pool of women and under-represented minority candidates from engineering, science, and business with faculty and research positions at universities across the country.

Asian Women in Business
http://www.usmd.edu/asm/workgroups/diversity/

Association of Black Cardiologists
http://www.abcardio.org/

Association of Black Psychologists
http://www.abpsi.org/

Association of Black Sociologists
http://www.blacksociologists.org/

Association of Black Women Attorneys
http://www.abwanewyork.org

Association of Hispanic Advertising Agencies
http://www.ahaa.org/

Association of Latino professional in Finance and Accounting (ALPFA)
http://www.alpfa.org/

Black Career Women
http://www.bcw.org/

Black Collegiate Online
http://www.black-collegian.com/

Black Executive Exchange Program
http://www.nulbeep.org

Chronicle of Higher Education
http://chronicle.com

Confederation of Asian and Pacific Accountants
http://www.capa.com.my/

Committee on Institutional Cooperation’s Directory of Minority Ph.D.’s
http://www.cic.net/Home.aspx
II. Internet Resources (continued)

Consortium for Graduate Study in Management
http://www.cgsm.org

Diversity Incorporated

Diversity Link
http://www.diversitylink.com/

Diversity Pipeline Alliance
http://www.diversitypipeline.org

Diversity Search
http://www.diversitysearch.com/

Future Black Faculty Database
http://bgess.berkeley.edu/faculty/

Health and Wellness Jobs
http://www.healthandwellnessjobs.com

HigherEd Jobs
http://www.higheredjobs.com/

Hispanic Business Inc
http://www.hispanicbusiness.com/

Hispanics in Information Technology and Telecommunications
http://www.nshp.org/

Hispanic/Latino Organizations
http://www.joblatino.com/hispanic.html

Hispanic Online Cyber Career Center
Toll Free: (888) 841-9786
http://www.hispaniconline.com

Hispanic Scholarship Foundation
http://www.hsf.net/

IMDiversity (Minority Job Bank)
http://www.imdiversity.com

INROADS
http://www.inroads.org
II. Internet Resources (continued)

Institute of Women and Technology
http://www.anitaborg.org/index.php

Institute on Teaching and Mentoring
http://www.instituteonteachingandmentoring.org/

Japanese American Citizens League (JACL)
http://www.jacl.org/

JobMag
http://www.jobmag.org/

Latin American Studies Association
http://lasa.international.pitt.edu/

Latino Psychological Association
http://www.nlpa.ws/

LatPro Network
http://www.diversityjobs.com/

LANIC
http://lanic.utexas.edu/la/region/hispanic/

Leadership Education for Asian Pacific’s, Inc
http://www.leap.org/

League of United Latin American Citizens
http://www.lulac.org/

Maryland Workforce Exchange
https://mwe.dllr.state.md.us/Employer/EmployerHome.asp

Mexican American Chamber of Commerce
http://www.hacc.com/

Mexican American Engineers and Scientists
http://www.maes-natl.org/

Minority Career Network
http://www.minoritycareernet.com/aboutus.shtml/

Minority and Women Doctoral Directory
http://www.mwdd.com
II. Internet Resources (continued)

Minority Professional Network
www.minorityprofessionalnetwork.com/

Multicultural Advantage
http://www.multiculturaladvantage.com/

National Association of Black Journalists
http://www.nabj.org

National Association of Asian Professionals
http://www.naaap.org/

National Association of Black Accountants, Inc
http://www.nabainc.org/

National Association of Black in Criminal Justice (NABCJ)
http://www.nabcj.org/

National Association of Black Geologist and Geophysicists
http://www.nabgg.com/

National Association for Hispanic Journalists
http://www.nahj.org/

National Association of Hispanic Nurses

National Association of Hispanic Publications
http://www.nahp.org/

National Black Chamber of Commerce
http://www.nationalbcc.org/

National Black MBA Association, Inc.
http://www.nbmbaa.org

National Black Prosecutors Association
http://www.blackprosecutors.org/

National Black Public Relations Society
http://www.nbprs.org/

National Black Nurses Association
http://www.nbna.org/
II. Internet Resources (continued)

National Community College Hispanic Council
http://www.ncchc.com/

National Congress of American Indians
http://www.ncai.org/

National Federation of Filipino American Associations
http://www.naffaa.org/

National Forum for Black Public Administrators
http://www.nfbpa.org/

National Gem Consortium
http://www.gemfellowship.org/

National Hispana Leadership Institute
http://www.nhli.org/

National Indian Education Association
http://www.niea.org/

National Medical Association
http://www.nmanet.org/

National Minority Business Council
http://www.nmbc.org/

National Minority Technology Council
http://www.nmtcouncil.com/

National Society of Black Engineers
http://www.nsbe.org/

National Society of Hispanic Engineers
http://oneshpe.shpe.org/wps/portal/national

National Society for Hispanic Professionals
http://network.nshp.org/

National Society of Hispanic MBAs
http://www.nshamba.org/

National Urban League
http://www.nul.org
II. Internet Resources (continued)

Network of Indian Professionals  
http://na.netip.org/

Organization of Chinese Americans  
http://www.ocanational.org/

Ph.D. Project  
http://www.phdproject.org

Prince Georges Black Chamber of Commerce  
http://www.pgblackchamber.org/

Professional Women of Color Network  
http://www.pwoen.org/

Regional Hispanic Chamber of Commerce  
http://www.regionalhispanicccc.org/

Quintessential Careers  

Saludos Hispanos  
http://www.saludos.com/joblistform.html

Society Advancement of Chicanos and Native Americans  
http://www.sacnas.org/

Society of Hispanic Professional Engineers  
http://oneshpe.shpe.org/wps/portal/national

Society of Women Engineers  
http://www.swe.org/

South Central Modern Language Association (SCMLA)  
http://www.southcentralmla.org/

Southern Regional Education Board  
http://www.sreb.org/

United States Hispanic Leadership Institute  
http://www.ushli.org/

Women in Technology Inc.  
http://www.witi.com/
Publications

**Affirmative Action Register** – the only nation-wide publication that provides for systematic distribution to mandated minorities, females, people with disabilities and veterans. (Exhibit A)

**The Black Scholar** – a premier journal of Afro-American critical scholarship, with a circulation of 10,000 and a readership of 60,000, of which 70-80% are black, either college or college-oriented, with an average age of 35 years. The journal is widely read by teachers, professionals, and intellectuals and is also required reading for many courses dealing with Afro-American and Ethnic Studies. (Exhibit B)

**Diverse Issues in Higher Education** (formerly *Black Issues in Higher Education*) – a publication that carries a loyal readership of 200,000. This publication is circulated to administrators, faculty, business officers, student service professional, librarians, technology directors and historically Black colleges and universities. (Exhibit C)

**The Hispanic Outlook in Higher Education** – the sole Hispanic journal that is nationally distributed to educators, administrators, students, students’ services and community-based organizations and corporations. (Exhibit D)

**University Faculty Voice** – a nationally circulated monthly newspaper with a readership of 80,000. It is distributed to all 20,000 faculty members and administrators at the nation’s Historically Black Colleges and Universities and several other colleges and universities across the country. (Exhibit E)

**Women in Higher Education** – a national publication that reaches 12,000 women readers who are administrators and faculty, which includes presidents, vice presidents, provosts, and deans/directors. (Exhibit F)
IV. National Organizations

Affirmative Action and Diversity  
http://aad.english.ucsb.edu/

Affirmative Action Register  
http://aar-eeo.com/

African American Organizations  
http://www.aawc.com/aaao.html

American Association for Affirmative Action  
http://www.affirmativeaction.org/

American Association of People with Disabilities  
http://www.aapd-dc.org/

American Association of University Women  
http://www.aauw.org/

American Indian Higher Education Consortium of Colleges  
http://www.aihec.org/

Asian American Communities & Organizations  
http://newton.uor.edu/Departments&Programs/AsianStudiesDept/asianam-commun.html

Association of American Colleges & University  
http://www.aacu.org/

Black Data Processor Association  
http://www.bdpa.org/

Code of Federal Regulations  
http://www.gpoaccess.gov/cfr/index.html

College and University Personnel Association  
http://www.cupahr.org/membership/aboutmembership.html

Congressional Black Caucus  
http://www.congressionalblackcaucus.net/

Congressional Hispanic Caucus  
http://www.chci.org/

The Council for Tribal Employment Rights  
http://www.ctertero.org/
IV. National Organizations (continued)

DOL’s Office of Federal Contract Compliance (OFCCP) Compliance Assistance Information
http://www.dol.gov/compliance/

Hispanic Alliance for Career Enhancement
http://www.hace-usa.org/

Hispanic Association of Colleges and Universities (HACUs)
http://www.hacu.net/hacu/Default_EN.asp

Hispanic National Bar Association
http://www.hnba.com/

Historically Black Colleges and Universities (HBCUs)
http://hbcuconnect.com/

Maryland Association of Affirmative Action Officers
http://www.maaao.org/

National Action Council for Minorities in Engineering
http://www.nacme.org/

National African American Community-Based Organization
http://www.urbanleague.org/

National American Indian Housing Council
http://www.naihc.com/

National Arab American Medical Association (NAAMA)
http://www.naama.com/

National Asian Pacific American Bar Association

National Association for the Advancement of Colored People (NAACP)
http://www.naaccp.org/

National Bar Association
http://www.nationalbar.org/

National Consortium of Directors of LGBT Resources in Higher Education
http://www.lgbtcampus.org/

National Council on Black American Affairs
http://www.ncbaa-international.org/
IV. National Organizations (continued)

National Council of La Raza  
http://www.nclr.org/section/about/

National Education Association  
http://www.nea.org/

National Gay and Lesbian Task Force  
http://www.thetaskforce.org/

National Organization on Disabilities  
http://www.nod.org/

National Organization for Women (NOW)  
http://www.now.org/

National Pharmaceutical Association  
http://www.npha.net/

National Technical Institute for the Deaf  
http://www.ntid.rit.edu/

Native American Online  
http://www.native-american-online.org/

Native American Organizations  
http://www.afn.org/~native/orgnztns.htm

United Negro College Fund  
http://www.uncf.org/

U.S Department of Education (Office for Civil Rights)  
http://www.ed.gov/about/offices/list/ocr/index.html?src=oc

U.S Equal Employment Opportunity Commission  
http://www.eeoc.gov/