

## **Academic Affairs Guide for Developing a Faculty Hiring Outreach Plan**

### **Purpose**

The Faculty Hiring Outreach Plan provides documentation of the steps to be taken to ensure the applicant pool is broad in terms of inclusion. Steps include, but are not limited to, extending personal invitations to potential applicants, utilizing personal contacts at universities with high populations of graduate students from underrepresented groups, engaging in outreach at conferences and professional meetings, and expanding advertisement of the vacancy announcement.

### **Procedures**

The Department Chair secures the department's demographic profile goals from the Office of Inclusion and Institutional Equity and shares with Search Committee Chair and the search committee. The Department Chair, Search Committee Chair, and search committee then meets to review hiring goals and develop the Faculty Hiring Outreach Plan.

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

- Identify discipline-specific publications and media that target underrepresented applicants and utilize these resources to expand the advertisement of the position.
- Identify discipline-specific graduate programs at Historically Black and Hispanic Serving Institutions. 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.
- Provide copies of vacancy announcement to all faculty attending conferences and professional meetings for distribution as appropriate.
- Ask colleagues in department if they are aware of potential applicants from underrepresented groups that should be contacted by search committee.
- Ask colleagues that have graduated from Historically Black Colleges and Universities or Hispanic Serving Institutions to share the vacancy announcement with the Chairperson or Director of their academic program.
- Share vacancy announcement with [TU's Faculty & 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.

The search committee Chair should submit the Outreach Plan with the Search Request Form. An Outreach Plan Template is attached. Please direct questions regarding this step in the faculty search procedures to the Debbie Seeberger, Assistant Vice President for Diversity and Inclusion, [dseeberger@towson.edu](mailto:dseeberger@towson.edu), 4-2360.

**Academic Affairs**

**Academic Affairs  
Faculty Hiring Outreach Plan  
Template**

Search Number: \_\_\_\_\_

Department: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Strategies:

**I. Personal Contacts and Invitations:**

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**II. Engaged Outreach - Conferences and Professional Meetings:**

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**III. Expanded Advertisement** (i.e. professional journals, organizations, institutions serving underrepresented populations within specific disciplines, etc.):

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**IV. Other:**

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Department Chair Signature/Date: \_\_\_\_\_

Vice Provost Signature/Date: \_\_\_\_\_