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 Minority Serving Institutions 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.
- 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 the department if they are aware of potential applicants from underrepresented groups that should be contacted by the search chair.
- 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.
**Outreach to Minority Serving Institutions**

Minority Serving Institutions (MSI) include:

- Alaska Native-Serving Institutions
- Asian American Native American Pacific Islander-Serving Institutions
- Historically Black Colleges & Universities
- Hispanic Serving Institutions
- Native American-Serving Non-Tribal Institutions
- Native Hawaiian-Serving Institutions
- Predominantly Black Institutions
- Tribal Colleges and Universities

For a MSI directory and more information, visit the [Center for Minority Serving Institutions](http://www.cnsi.org). Upon reviewing the list of MSIs,

- Reach out to specific graduate programs at Minority Serving institutions. Reach out to chairpersons by phone or email to these institutions and request the distribution of the vacancy announcement to doctoral students.
- Ask colleagues that have graduated from a Minority Serving Institution to share the vacancy announcement with the Chairperson or Director of their academic program.
- 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.

The search chair may request a list of top-graduate-degree producing Minority Serving Institutions from the Assistant Provost for Diversity & Inclusion in the Office of the Provost. Additionally, the Assistant Provost of Diversity & Inclusion will share the job announcement via social media outlet based on the search chair’s request.

**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 process to Dr. Shaunna Payne Gold, Assistant Provost for Diversity & Inclusion, spaynegold@towson.edu, 4-2360.
Academic Affairs
Faculty Hiring Outreach Plan

Search Number: _____________________________________________________________

Department: ______________________________________________________________

Submitted by: ______________________________________________________________

Strategies:

I. Personal Contacts and Invitations

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

II. Engaged Outreach (i.e., Conferences, Professional Meetings, Professional Listservs, etc.)

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III. Expanded Advertisement (i.e., www.hercjobs.org, professional journals, organizations, job boards, etc.)

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___________________________________________________________________________
___________________________________________________________________________

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IV. Targeting Marketing to Minority Serving Institutions and/or Programs

V. Other:

Department Chair Signature/Date: ________________________________
Vice Provost Signature/Date: ________________________________

Questions or Concerns?
Contact Dr. Shaunna Payne Gold, Assistant Provost for Diversity & Inclusion at spaynegold@towson.edu or 410-704-2360 for a consultation.