

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 and utilize these resources to expand the advertisement of the position.*
- *Reach out to specific graduate programs that offer advanced degrees in relevant disciplines. Reach out to chairpersons by phone or email to these institutions and request the distribution of the vacancy announcement to doctoral students.*
- *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.*
- *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, career centers, and alumni groups and ask permission to post and share job vacancy announcements.*

For questions or more information:

Contact the Office of the Provost.

**Academic Affairs
Faculty Hiring Outreach Plan**

College _____ Department _____

| | Name | 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.)

Other:
