**Recruitment Plan (Tenure-Track Faculty Searches)**

This questionnaire will help guide you in developing your recruitment strategies. Your responses must accompany the Position Announcement when seeking approval to post the position.

Committees are required to provide a detailed account of recruiting and outreach activities with the *On-Campus Interview Packet*, especially with regard to recruiting a diverse candidate pool. In addition, it is important that committees develop non-traditional approaches, including recruiting faculty who may not be currently looking for positions.

Please respond to the questions below. You may submit your responses on a separate document.

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1. **Please provide a detailed narrative of multiple recruiting strategies and interactive contacts the committee will use to ensure that the position announcement is brought to the attention of diverse candidates.** This should include outreach and direct calls to graduate faculty colleagues and potential candidates in graduate programs at Minority Serving Institutions (MSI) for the purpose of identifying current and former students with great promise or those who have achieved further success in the field, including entrance into doctoral programs and university positions. The committee should develop a list of preparation programs in your field or discipline with high proportions of underrepresented students for the purposes of recruiting and must document efforts related to contacting these programs. Some examples include:

* specific interactive outreach to graduate program faculty and coordinators, including phone calls and face-to-face conversations
* attendance and recruiting at professional conferences and events
* documented use of Linked-in and other forms of Social Media
* use of professional networks within the department/college to attract a qualified and diverse pool of candidates
* outreach to individual applicants

As part of the *On-Campus Interview Packet* submission, search committees will include a detailed log of actions that provide evidence of implementing the strategies listed above.

1. **Please provide a list of any additional advertising you will pursue beyond the standard and centralized advertising provided by the University (position announcements are posted on your behalf online at *Chronicle*, *HigherEdJobs*, *Cal Jobs, CSU Careers, and Diversity Trio*), including a focus on reaching underrepresented candidates.**
2. **In addition to the following system communications, please describe your plans to keep applicants informed regarding the process of the search (emails, calls, letters, etc.).**

* CHRS/PageUp will send an acknowledgment notification once an application has been submitted.
* Candidates moved to the Not Met Minimum Qualifications (Not Met MQ’s) status on CHRS/PageUp will receive an automatic notification informing them they are no longer under consideration for the position.
* Once the position is filled (or the search is closed for other reasons), remaining candidates in Met Minimum Qualifications (Met MQ’s) and any in New Application status will be moved to ‘Not Hired-Position Filled’ on CHRS/PageUp and an automatic notification will be sent letting them know they were not selected and that the search is now closed.
* Applicants who reach out directly to search committees about withdrawing from the pool should be advised to use the ‘Withdraw’ button on their CHRS/PageUp profile. Once a candidate formally withdraws using the system, search committees do not need to make further status changes to their application.

### *NOTE: Failure to conduct a rigorous and thorough recruitment and provide documentation and evidence will constitute grounds for extending or halting the search at any point in the process.*