**Appendix C: Faculty Recruitment Plan**

This is an example of what a comprehensive Recruitment Plan might look like. Plans are expected to vary from position to position and department to department. The plan must be submitted with the Faculty Recruitment Request Form and Advertisement/Position Announcement to IAE for approval (Appendices B and D).

**Faculty Recruitment Plan**

Fall *{Insert Year}*-Spring *{Insert Year}*

Position Title *{Insert Complete Position Title}*

Position No.

**Search Committee Members**

The Provost’s office has asked that going forward, we extend membership on our search committees to those outside your department as well as outside the College, especially in tenured searches. Below is the language that comes from the search guidelines posted on the OIAE website

Select a diverse search committee. All search committees are expected to have a mix of members in terms of gender and ethnicity. In addition, all committee members should be willing to participate in a workshop conducted by the Office of Institutional Access and Equity (IAE). Please contact IAE to schedule the workshop.

Search committees must be diverse. Developing a diverse search committee may require extending membership to members of other Departments/Divisions, Schools/Colleges, or even external to the University. Search committees are encouraged to include at least one person from another Department/Division within the School/College and a person outside the School/College, either a faculty member from another unit or a professional friend or alumni of the Department/Division. Members from other universities, SMU students, donors, and other community members may also be considered. All search committees must be approved by the Dean or Associate Dean/Designee.

Responsibilities of Search Committee

1. Prepare and attach all advertising (long and/or short versions) for the position.
2. Indicate all publications where advertisement/position announcement will be distributed.

**Be sure to include diversity publications in your selection.**

* The position must be advertised in at least three national publications or newsletters. One print ad in a **national professional journal** is required for tenure and tenure-track positions. Examples of national professional journals include *The Chronicle of Higher Education*, *Diverse Issues in Higher Education*, and journals published by national professional organizations, but does not include targeted journals like *Women in Higher Education* or *The Journal of Blacks in Higher Education*. International publications should also be considered. Please specify three or more sources and note whether the ad is in print or online. Examples include but are not limited to:
  + *The Chronicle of Higher Education* ([www.Chronicle.com](http://www.Chronicle.com))
  + *The Journal of Blacks in Higher Education (*[www.jbhe.com](http://www.jbhe.com)*)*
  + *Women in Higher Education (*[www.WIHE.com](http://www.WIHE.com))
  + *Hispanic Outlook in Higher Education* ([www.HispanicOutlook.com](http://www.HispanicOutlook.com))
  + Discipline specific national publications.

**Dedman College and SMU will place compilation ads in the Chronicle of Higher Education, Journal of Blacks in Higher Education, Women in Higher Education, Hispanic Outlook in Higher Education in September/October of the search year)**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be the liaison to OIAE. (The chair of the search committee or another member of the search committee will be the designated liaison to IAE. The liaison must attend an IAE workshop while all other search committee members are encouraged to attend the workshop. The liaison will also meet individually with IAE to discuss Recruitment Plan. Contact IAE to schedule workshop and meeting.

4. As relevant, search committees should implement the following **(if you are not using any of these, please delete or list other ways the committee will search for this position):**

* Advertisement/Position announcement will be mailed to all \_\_\_\_\_\_\_\_ Departments in USA. **Identify these colleges and university departments by name.**
* Search Committee members will contact colleagues at other institutions and ask for potential candidates. Prepare a specific list of institutions to be contacted. A minimum of X contacts will be made.
* Potential applicants (those who are in or near the field being sought and those recommended above) will be contacted by mail and/or telephone.
* Advertisement/Position announcement will be posted at the national meeting of the \_\_\_\_\_\_\_\_ Society of America.
* Advertisement/Position announcement will be posted on electronic bulletin board of the \_\_\_\_\_\_\_\_ Society of America.
* Send Advertisement/Position announcement to subgroups of primary professional organizations that are minority and women interest specific, or to listservs of such subgroups.
* Advertisement/Position announcement will be sent to schools with female and minority concentrations in specialized and related fields:
* Doctorate Granting Institutions with Largest Number of Minority Doctorate Recipients (Appendix H)
* Doctorate Granting Institutions with Largest Number of Female Doctorate Recipients (Appendix H2)
* Historically Black Colleges & Universities (Appendix I)
* Hispanic Serving Institutions (Appendix I-2)
* Native American Serving Institutions (Appendix I-3)
* Female Serving Institutions (Appendix I-4)
* International Universities
* Advertising, email, listservs, and networking with professional organizations in specialized and related fields (could include conference travel). List discipline specific listservs to be utilized if not included above.
* Advertising, email, listservs, and networking with minorities & women of specific professional organizations in specialized and related fields (could include conference travel).
* Subgroups of primary professional organizations that are minority and women specific.
* Send announcement to and/or call your department Chair equivalent at the top-rated Ph.D. producing Department/Divisions in the world, country and region. Don’t neglect Latin America. If you don’t know the best global Department/Divisions in your discipline, find out.
* Search committee members will make personal efforts (calling colleagues at other universities and colleges, etc.) to find and recruit candidates. You may even want to designate specific individuals who will complete certain assignments; i.e. each member of the search committee will make 5 phone calls to top programs. For example: The graduate directors of \_\_\_\_\_ University; the University of \_\_\_\_\_ and \_\_\_\_\_\_ College; leading institutions in the field of \_\_\_\_\_\_\_\_.
* Specific Greek Organizations (Appendix J) may be also contacted.