**Recruitment Plan Template  
Moody Schol of Graduate and Advanced Studies  
Office of Postdoctoral Affairs**

A postdoctoral recruitment plan is a document composed by a supervisor/Principal Investigator and submitted with a Postdoctoral Fellow Appointment Request Form at the time when the postdoctoral search is first proposed. Before submission, it should be reviewed and signed off by the school’s Diversity Officer. The postdoctoral recruitment plan consists of six parts: 1) Basic Information, 2) Full text of the job advertisement, 3) Outreach Plan, 4) Evaluation and Selection Plan, and 5) Confirmation that all involved in the search have completed the Searching Intelligently training from the Office of Diversity, Equity, and Inclusion, and 6) Supplemental documentation. Each of these items is addressed below. If you have questions about this process, please direct them to Rob Pearson ([pearsonr@smu.edu](mailto:pearsonr@smu.edu)).

**BASIC INFORMATION**

**College/School:  
Department:  
Position Number:  
Discipline:  
Subfield or Technical Areas the Postdoc will Work In:  
Job Title:** Postdoctoral Fellow in \_\_\_\_\_\_\_\_\_\_  
**Supervisor/Principal Investigator:**

**FULL TEXT OF JOB ADVERTISEMENT:**

Include the full text of the job advertisement in your recruitment plan. We encourage you to use the template on p. 16 of the SMU Model for Faculty Recruitment and Development. Once approved, the language you submit will be included in Interfolio and on your school’s faculty hiring website. You should feel free to be flexible in how you compose your job description, but all job descriptions are required to have the following components:

* **Position Number:**
* **Start Date:**
* **Priority Consideration Date**. You must use this language; do not use “deadline” or “review by.” The language below is preferred:

Review of applications will begin {Insert date}. To ensure full consideration for the position, the application must be received by [date—at least 30 days from the date the ad is posted], but the committee will continue to accept applications until the position is filled. The committee will notify applicants of its employment decisions after the position is filled. Hiring is contingent upon the satisfactory completion of a background check.

* **Minimum Qualifications (educational and experience). The language below may be helpful as you develop your qualifications. Note that postdoctoral positions do not often involve teaching. In such instances you should leave out the language on teaching.**
  + **Minimum qualifications:** completed requirements for a doctoral or other terminal degree in \_\_\_\_\_ or related field by (insert date); [If teaching is involved in the postdoctoral position, then include: “expertise to teach courses in and demonstrated potential as a teacher-scholar.”
  + **Preferred qualifications:** completed Ph.D.; experience teaching graduate or undergraduate courses in \_\_\_\_\_ as well as courses in any of the following areas: (insert list); interest in making significant contributions to graduate programs; research and/or creative scholarship which has led to publication, exhibition or dissemination in refereed journals, and/or national venues; experience mentoring culturally diverse students. Position begins {insert date}.
* **Background Check Statement**: “Hiring is contingent upon the satisfactory completion of a background check.”
* **SMU Nondiscrimination Statement**

SMU will not discrimination in any program or activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding nondescrimination policies and may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, [accessequity@smu.edu](mailto:accessequity@smu.edu).

**OUTREACH PLAN:**

Outreach plans must demonstrate an intentional approach to recruiting a vast diversity of candidates and should reflect: 1) an approach that reaches interdisciplinary diverse audiences in higher education, 2) an approach that reaches diverse audiences in your field, and 3) personalized outreach to prominent PhD-granting institutions and departments with a high diversity of graduates.

1. **General** – This component of the outreach plan will be satisfied automatically. SMU postdoctoral positions which are posted on the SMU website by the school’s Interfolio contact will be searched and scraped daily by Job Wrap and posted in the following outlets automatically:

* Asians in Higher Education
* Blacks in Higher Education
* Disabled in Higher Education
* LGBT in Higher Education
* Native Americans in Higher Education
* Veterans in Higher Education
* Women in Higher Education

1. **Field-Specific -** The job advertisement should be posted in appropriate and wide-reaching venues in the discipline. These should include advertising outlets for the discipline that are both general and for specific under-represented groups in the discipline. If any of these is cost-prohibitive, please indicate the cost.
   * ( )
   * ( )
   * ( )
   * ( )
2. **Personalized Outreach –** These should consist of outreach activities beyond your normal networks, including contacting colleagues at institutions that graduate diverse students; outreach at conference events; posting on listservs of organizations; other active recruiting efforts. For example: *H-Sci-Med-Tech; H-Africa; Council of Graduate Departments of Psychology; Association for Women in Mathematics; APSA Asian Pacific American Caucus; specific colleagues or graduate programs; etc.* The database at **top100.diverseeducation.com** is highly recommended for identifying institutions that graduate larger proportions of applicants from underrepresented groups. Please describe your efforts below:

**EVALUATION AND SELECTION PROCESS**

Include a plan for how the finalist(s) will be determined. You may use the language below as a template and custumize it based upon your goals and norms in your field. Note that this process must include at least one other individual, preferably a faculty member or administrator, to review applications and conduct interviews. Ideally, you will form a committee to participate in the entire process.

The first round of applications will be reviewed by REVIEWER(S) on DATE. We suggest using the two templates on the following pages to evaluate candidates. Save all documentation related to the search and submit it at the end of the process.

(If applicable) A selected subset of candidates will receive a second round of review that will involve (PLEASE INDICATE IF ANY OR ALL OF THE BELOW WILL TAKE PLACE AND A DESIRED TIMEFRAME):

* REQUESTS FOR ADDITIONAL MATERIALS
* PHONE/ZOOM INTERVIEWS
* IN-PERSON INTERVIEWS

The final candidate will be selected by HIRING MANAGER in consultation with (PLEASE INDICATE IF ANY OR ALL OF THE BELOW WILL BE CONSULTED):

* SCHOOL DEAN OR DESIGNEE
* SCHOOL DEI OFFICER
* DEPARTMENT CHAIR
* SEARCH COMMITTEE MEMBERS

**SEARCHING INTELLIGENTLY TRAINING:**

The signature below confirms that individuals involved in the review and interview process for this position have completed the Searching Intelligently Training through the Office of Diversity, Equity, and Inclusion, and that this position announcement and recruitment plan includes benchmarks for best practices.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
SCHOOL’S DEI OFFICER Date

**SUPPLEMENTAL DOCUMENTATION:**

Include copies of all job advertisements that were posted as part of your search, a template for the evaluation rubrics you intend to use throughout the search.

**Sample Postdoctoral Fellow Application Evaluation Rubric**

|  |  |
| --- | --- |
| **Applicant’s Name:** | **Position Number**: |
|  |  |

**Please indicate which of the following are true for you (check all that apply):**

□ Read candidate’s CV □Read candidate’s cover letter

□Read candidate’s scholarship □Read candidate’s submitted research statement

□Read candidate’s letters of recommendation □Read candidate’s teaching statement

**Please rate the candidate on each of the following:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Neutral** | **Fair** | **Poor** | **Unable to Judge** |
| 1. Potential for (Evidence of) scholarly impact | □ | □ | □ | □ | □ | □ |
| 1. Potential for (Evidence of) research productivity | □ | □ | □ | □ | □ | □ |
| 1. Potential for (Evidence of) research funding | □ | □ | □ | □ | □ | □ |
| 1. Potential for (Evidence of) collaboration (within department or across campus) | □ | □ | □ | □ | □ | □ |
| 1. Relationship to the department’s priorities | □ | □ | □ | □ | □ | □ |
| 1. Ability to make a positive contribution to department’s climate | □ | □ | □ | □ | □ | □ |
| 1. Ability to make a positive contribution to department’s campus service | □ | □ | □ | □ | □ | □ |
| 1. Potential (Demonstrated ability) to attract and supervise graduate students | □ | □ | □ | □ | □ | □ |
| 1. Potential (Demonstrated ability) to teach and supervise undergraduates | □ | □ | □ | □ | □ | □ |
| 1. Potential (Demonstrated ability) to attract, teach, and mentor diverse students | □ | □ | □ | □ | □ | □ |

*Adapted from materials developed by the STRIDE Committee at the University of Michigan and Harvard University Office of the Senior Vice Provost for Faculty Development and Diversity.*

**Sample Postdoctoral Candidate Post-Interview Evaluation Rubric**

|  |  |
| --- | --- |
| **Applicant’s Name** | **Position Number** |
|  |  |

**Please indicate which of the following are true for you (check all that apply):**

□Read candidate’s CV □ Met with candidate

□ Read candidate’s scholarship □Attended meal with candidate

□ Read candidate’s letters of recommendation □Other (please explain)

□Attended candidate’s job talk

Please comment on the candidate’s scholarship (noting the basis of your assessment):

Please comment on the candidate’s teaching ability (noting the basis of your assessment):

**Please rate the candidate on each of the following:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Neutral** | **Fair** | **Poor** | **Unable to Judge** |
| 1. Potential for (Evidence of) scholarly impact | □ | □ | □ | □ | □ | □ |
| 1. Potential for (Evidence of) research productivity | □ | □ | □ | □ | □ | □ |
| 1. Potential for (Evidence of) research funding | □ | □ | □ | □ | □ | □ |
| 1. Potential for (Evidence of) collaboration (within department or across campus) | □ | □ | □ | □ | □ | □ |
| 1. Relationship to the department’s priorities | □ | □ | □ | □ | □ | □ |
| 1. Ability to make a positive contribution to department’s climate | □ | □ | □ | □ | □ | □ |
| 1. Ability to make a positive contribution to department’s campus service | □ | □ | □ | □ | □ | □ |
| 1. Potential (Demonstrated ability) to attract and supervise graduate students | □ | □ | □ | □ | □ | □ |
| 1. Potential (Demonstrated ability) to teach and supervise undergraduates | □ | □ | □ | □ | □ | □ |
| 1. Potential (Demonstrated ability) to attract, teach, and mentor diverse students | □ | □ | □ | □ | □ | □ |

*Adapted from materials developed by the STRIDE Committee at the University of Michigan and Harvard University Office of the Senior Vice Provost for Faculty Development and Diversity.*