





# Affirmative Action Recruitment Plan

Tenure-Track Faculty and Administrative Personnel (Grade 15 and above)

Please describe the plan for achieving diversity. Specifically indicate what special efforts will be undertaken to attract minorities and women:

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1. List publications where ad(s) will be placed. \_\_\_\_\_

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2. List web sites where ad(s) will be placed: \_\_\_\_\_

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3. List minority- and/or women-oriented or affiliated, veterans or persons with disabilities networks organizations, institutions, caucuses, etc. to be notified and indicate for each how the contact will be made (letter, phone call, professional meeting, etc.).

Name	Type of Contact

4. List individual colleagues or resources to be contacted who could refer candidates.

Contact	Location

5. List membership of search or selection committee (when applicable) by name, position, race and sex. Identify chairperson.

Name	Position	Race	Sex	Chr.

6. Provide a copy of criteria for reviewing vita/resumes.

7. Describe interview procedure. Attach a copy of the interview questions.

8. Provide copy of criteria for finalist pool.

9. Projected timeline.

6/99  
Plan – 3 front

## Affirmative Action Recruitment Plan

Tenure-Track Faculty and Administrative Personnel (Grade 15 and above)

Please describe the plan for achieving diversity. Specifically indicate what special efforts will be undertaken to attract minorities and women:

Advertised in minority-oriented publications – utilized professional or discipline-specific associations.

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Posted and interviewed at national conferences. Advertised in a minority vita bank and Web Page.

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1. List publications where ad(s) will be placed. Black Issues in Higher Education, Hispanic Outlook, Bay State Banner, University Voice.

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2. List web sites where ad(s) will be placed: Higher Ed. Jobs Online, Chronicle

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3. List minority- and/or women-oriented or affiliated, veterans or persons with disabilities networks organizations, institutions, caucuses, etc. to be notified and indicate for each how the contact will be made (letter, phone call, professional meeting, etc.).

Name	Type of Contact
AAHE Asian Caucuses	letter, phone
ACE Office of Women in Higher Ed.	professional meeting
HACU National Conference	professional meeting

4. List individual colleagues or resources to be contacted who could refer candidates.

Contact	Location
Dr. Alfred Kole	FSU – Florida
Dr. Luis Margez	ACE – Washington, DC
Charles Brown	Cornell

5. List membership of search or selection committee (when applicable) by name, position, race and sex. Identify chairperson.

Name	Position	Race	Sex	Chr.
Donnie Perkins	Dean	Black	M	*
Mary Robinson	Director	White	F	
Natalie Chen	Assistant Professor	Asian	F	

6. Provide a copy of criteria for reviewing vita/resumes.
7. Describe interview procedure. Attach a copy of the interview questions.
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6/99 Plan – 3 front
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An Affirmative Action Recruitment Plan is the method or strategy used to identify, recruit, and select minority and women candidates for position vacancies. Fill out each section of this Plan completely. To make the process easier, think about the questions and make decisions relating to them before starting to fill out the Plan:

**Please indicate current work force composition...:** Write the current total number of employees in your department/unit. Of that number, indicate the number of minority and women employees. The following list defines the term "minority:"

CODE	MINORITY TYPE	DESCRIPTION
1	Native American, American Indian, or Alaskan Native	Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition
2	Black (not of Hispanic origins)	All persons having origins in any of the black racial groups.
3	Asian or Pacific Islander	Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, Japan, Korea, the Philippine Islands, and Samoa.
4	Hispanic	All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
5	White (not of Hispanic origin)	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East

**Please describe the department's plan...:** What is your department doing to attract women and minorities to apply for this position? Be specific when describing actions taken.

**List publication(s) where ad(s) will be placed:** "Publications" are newspapers, newsletters, professional journals, and other advertising sources, especially those directed to Latino/a, Black, Asian, and Native American communities, women, veterans, and/or disabled groups. For help, refer to the "Diversity Recruitment Resources" booklet that will be distributed by the Office of Affirmative Action and Diversity by Fall, '99.

**List website(s) where ad(s) will be placed:**

**List minorities, women, veterans, and/or persons with disabilities...:** These are professional groups or programs organized by and intended to serve minorities, women, veterans, and persons with disabilities. List the groups contacted and type of contact -- whether letter, telephone call, or professional meeting.

**List of professional contacts...:** List each colleague or resource contacted by name. "Individual professionals" are women, persons of color, individuals with disabilities who are colleagues inside and outside the profession who may be interested in the position or may recommend/refer qualified candidates.

**List caucuses...:** (self explanatory; for a definition of caucuses, see "List Minority....")

**List membership of search or selection committee...:** The group established by a hiring manager to develop a recruitment plan and to interview and select qualified candidates. If your department has organized a search committee for this position, list each person on the committee by name, position, race, and sex.

**State criteria for screening:** List criteria used to screen vitae/resumes; must be consistent with position announcement.

**List interview procedure:** Attach a copy of interview questions. Attach a copy of the procedures to be used for conducting interviews and individuals who will be involved. Faculty may be required to teach a class or present a research topic.

**State criteria for finalist selection:** List criteria used to select finalist pool.