



# OUTREACH GUIDE FOR FACULTY RECRUITMENT



Dear Search Committee Chair:

Towson University is committed to fostering a learning community that mirrors the face of the population surrounding the campus, regionally and Statewide. University diversity initiatives include building strong, targeted diversity outreach efforts to foster the achievement of diversity goals in hiring. The Office of Diversity and Equal Opportunity has developed the Outreach Guide for Faculty Recruitment as a tool to assist you, and your search committee, to support the University's guiding principle of fostering a diverse and inclusive community. The Outreach Guide for Faculty Recruitment identifies resources that will assist your search committee with efforts to reach a diverse pool of candidates.

Working together, we can establish and maintain a campus community that: challenges students' perspectives by providing a complete educational experience; promotes social, racial, ethnic, and political understanding by recognizing and respecting the rights of all individuals; enhances students' professional development by exposing them to diverse perspectives and assists students in understanding how to effectively perform in a democratic multicultural society. We trust that you will find this guide helpful. Please feel free to contact the office, 4-2360, at any time during the search process. We are pleased to respond to questions or concerns that you may have during the search process. Thank you for all you do to support a welcoming campus environment for our faculty, staff, and student bodies.

Sincerely,

Debbie Seeberger  
Assistant to the President for Diversity & Equal Opportunity  
Office of Diversity & Equal Opportunity  
AD 206  
4-2360

## Before the Search (Ongoing)

### The Academic Department Should:

- Develop relationships with minority organizations, locally and nationally.
- Develop relationships and foster partnerships with faculty and students of Historically Black Colleges and Universities and Hispanic Serving Institutions.

Note that waiting until a search has begun to make contact with these organizations is often not effective. It is best to maintain ongoing relationships in order to demonstrate Towson University's commitment to diversity.

### Preparation of Vacancy Announcement:

It is recommended that vacancy announcements include a statement which will serve to attract diverse applicants. Below are several examples:

- *A record of scholarship in areas related to diversity.*
- *Experience with a variety of teaching methods or curricular perspectives.*
- *Previous experience interacting with communities of color.*
- *Interest in developing and implementing curricula that address multicultural issues.*
- *Demonstrated success in working with diverse populations of students.*

Source: Dr. Caroline Sotello Viernes Turner, *Diversifying the Faculty: A Guidebook for Search Committees* (this publication was provided to all academic departments)

**Building a strong, targeted diversity outreach effort to achieve diversity in hiring** has been identified in *Towson University 2010: Mapping the Future* as an institutional goal. In order to facilitate the achievement of this goal, members of faculty search committees should take steps to ensure that applicant pools include highly-qualified, diverse candidates. The development and implementation of action-oriented steps to expand applicant pools is critical and should be attended to during the first few, and subsequent, meetings of the search committee. It is important to note that advertising in traditional venues will ensure an applicant pool of traditional candidates.

Examples of action-oriented steps:

1. Advertising in publications that target diverse populations.  
(see Internet Resources & Publications)
2. Contacting women and minorities who have held or currently hold part-time positions
3. Making direct contact with academic units at other universities. The Equal Employment Opportunity Commission and the Office of Federal Contract Compliance Programs of the Department of Labor expect personal networking and contacts by search committee members.
4. Requesting that faculty members attending professional meetings and conferences combine their visits with recruiting efforts
5. Visiting universities that graduate a large number of minority and/or female individuals with Ph.D.'s within the discipline (see Targeted Outreach Resources Guide, II. Minority Colleges and Universities with Doctoral Programs)
6. Visit fellows' day at doctoral programs supporting individuals working toward completion of the terminal degree

Note: **Two or more outreach efforts are required and should be documented and reported to the Office of Diversity and Equal Opportunity** (Towson University Faculty and Professional Librarian Hiring Procedures, p. 3).

## TABLE OF CONTENTS

	Page
I. Resources for Targeting Individuals .....	6
II. Internet Resources .....	7
III. Publications .....	17
IV. National Organizations .....	18

## **RESOURCES FOR TARGETING INDIVIDUALS**

- ✓ Minority and Women Doctoral Directory (purchased by Fisher College of Mathematics and Science and the Office of Diversity and Equal Opportunity) labels have been distributed to academic departments
  
- ✓ Gates Millennium Scholars  
<http://www.gmsp.org/>

## I. Internet Resources

### Targeted Outreach Resources Guide

The Office of Diversity and Equal Opportunity has developed a web-based Targeted Outreach Resource Guide (see p. 8). The guide provides listings and links to institutions with high concentrations of minority students, minority colleges and universities with doctoral programs (searchable by discipline), web sites and publications for vacancy announcement postings, Maryland outreach organizations and national organizations that represent minorities/females and individuals with disabilities. To access the **Targeted Outreach Resources Guide:**

1. Go to Towson University's website *<http://www.towson.edu>*
2. Select: *Commitment to Diversity*
3. Select: *Office of Diversity & Equal Opportunity*  
*<http://www.towson.edu/odeo/>*
4. Select: *Academic Search Resources*
5. Select: *Targeted Recruitment Resources*

- [TU Home](#)
- [About TU](#)
- [Commitment to Diversity](#)
- [Office of Diversity & Equal Opportunity](#)
- [Academic Search Resources](#)

[Faculty & Professional Librarian Hiring Procedures \(PDF\)](#)

[Provost's Budget Office Procedures](#)

[Targeted Recruitment Resources](#)

[Faculty Job Posting Form \(PDF\)](#)

[Interview Pool Approval Form \(PDF\)](#)

[Online Applicant Data Form](#)

## ***Office of Diversity and Equal Opportunity***

### **Academic Search Resources**

#### **Targeted Recruitment Resources**

1. The Targeting Recruitment Resources Guide is a listing of institutions having a high concentration of minority students. Requests may be faxed to these institutions.

- [Targeting Recruitment Resources Guide \(PDF\)](#)

2. The Minority Colleges and Universities with Doctoral Programs is a listing of historically minority institutions with doctoral programs. A search by doctoral program can be done to locate those institutions that offer degrees in disciplines relevant to a specific vacancy. Requests may be faxed to these institutions.

- [Minority Colleges and Universities with Doctoral Programs](#)

3. Free and Inexpensive Electronic Resources

- [Web Sites](#)

A listing of web sites that will post vacancies for free or low cost to the hiring agency. A search can be done to located appropriate site/s for the specific vacancy.

- [Publications](#)

A list of publications and LISTSERV's by discipline or those generic to higher education. Specific directions are provided to the user for subscription and/or posting a vacancy.

4. The Maryland Outreach Organizations is a listing of Maryland organizations that posts vacancy announcements. Requests may be faxed to these institutions.

- [Maryland Outreach Organizations \(PDF\)](#)

5. The National Organizations that Represent Minorities/Females and Individuals with Disabilities is a listing of national outreach organizations that best relate to the discipline and/or outreach needs. Requests may be faxed to these institutions.

- [National Organizations that Represent Minorities/Females and Individuals with Disabilities \(PDF\)](#)

## II. Internet Resources (continued)

Academic Careers (note diversity package)

**Username: towsonu Password: outreach**

<http://www.academiccareers.com/Rates.htm>

Advancing Minorities Interest in Engineering (AMIE)

<http://www.amiepartnerships.org>

Advancing Women

<http://www.advancingwomen.com>

African American Business Alliance

<http://www.diversityworld.com/Diversity/afamer.htm>

Afro-American Historical & Genealogical Society

<http://www.aahgs.org/>

American Indian Sciences and Engineering Society

<http://www.aises.org/>

Arab & Muslim American Organizations

<http://www.middleeastnews.com/aaorganization.html>

Asian Academic Accounting Association (Four A)

<http://www.tbs.tu.ac.th/AAAA2010/>

Asian American Advertising Federation (3AF)

<http://www.3af.org/>

Asian American Bar Association

<http://www.aaba-bay.com/>

Asian American Journalists Association

<http://www.aaja.org/>

Asian American Net: Asian Studies Schools

[http://www.asianamerican.net/center\\_main.html](http://www.asianamerican.net/center_main.html)

Asian American Village

[http://www.imdiversity.com/villages/asian/village\\_asian\\_american.asp](http://www.imdiversity.com/villages/asian/village_asian_american.asp)

Asian Business Association

<http://www.abasd.org/>

Asian Pacific American Women's Leadership Institute

<http://www.apawli.org/>

## II. Internet Resources (continued)

Faculty for the Future (FREE) – **Username: towsonu Password: outreach**

<https://www.engr.psu.edu/fff/misc/services.asp>

FacultyForTheFuture.org is the only website dedicated to linking a diverse pool of women and under-represented minority candidates from engineering, science, and business with faculty and research positions at universities across the country.

Asian Women in Business

<http://www.usmd.edu/usm/workgroups/diversity/>

Association of Black Cardiologists

<http://www.abcardio.org/>

Association of Black Psychologists

<http://www.abpsi.org/>

Association of Black Sociologists

<http://www.blacksociologists.org/>

Association of Black Women Attorneys

<http://www.abwanewyork.org>

Association of Hispanic Advertising Agencies

<http://www.ahaa.org/>

Association of Latino professional in Finance and Accounting (ALPFA)

<http://www.alpfa.org/>

Black Career Women

<http://www.bcw.org/>

Black Collegiate Online

<http://www.black-collegian.com/>

Black Executive Exchange Program

<http://www.nulbeep.org>

Chronicle of Higher Education

<http://chronicle.com>

Confederation of Asian and Pacific Accountants

<http://www.capa.com.my/>

Committee on Institutional Cooperation's Directory of Minority Ph.D.'s

<http://www.cic.net/Home.aspx>

## II. Internet Resources (continued)

Consortium for Graduate Study in Management  
<http://www.cgsm.org>

Diversity Incorporated  
<http://www.diversityinc.com/public/jobpackages.cfm>

Diversity Link  
<http://www.diversitylink.com/>

Diversity Pipeline Alliance  
<http://www.diversitypipeline.org>

Diversity Search  
<http://www.diversitysearch.com/>

Future Black Faculty Database  
<http://bgess.berkeley.edu/faculty/>

Health and Wellness Jobs  
<http://www.healthandwellnessjobs.com>

HigherEd Jobs  
<http://www.higheredjobs.com/>

Hispanic Business Inc  
<http://www.hispanicbusiness.com/>

Hispanics in Information Technology and Telecommunications  
<http://www.nshp.org/>

Hispanic/Latino Organizations  
<http://www.joblatino.com/hispanic.html>

Hispanic Online Cyber Career Center  
Toll Free: (888) 841-9786  
<http://www.hispaniconline.com>

Hispanic Scholarship Foundation  
<http://www.hsf.net/>

IMDiversity (Minority Job Bank)  
<http://www.imdiversity.com>

INROADS  
<http://www.inroads.org>

## II. Internet Resources (continued)

Institute of Women and Technology  
<http://www.anitaborg.org/index.php>

Institute on Teaching and Mentoring  
<http://www.instituteonteachingandmentoring.org/>

Japanese American Citizens League (JACL)  
<http://www.jacl.org/>

JobMag  
<http://www.jobmag.org/>

Latin American Studies Association  
<http://lasa.international.pitt.edu/>

Latino Psychological Association  
<http://www.nlpa.ws/>

LatPro Network  
<http://www.diversityjobs.com/>

LANIC  
<http://lanic.utexas.edu/la/region/hispanic/>

Leadership Education for Asian Pacific's, Inc  
<http://www.leap.org/>

League of United Latin American Citizens  
<http://www.lulac.org/>

Maryland Workforce Exchange  
<https://mwe.dllr.state.md.us/Employer/EmployerHome.asp>

Mexican American Chamber of Commerce  
<http://www.hacc.com/>

Mexican American Engineers and Scientists  
<http://www.maes-natl.org/>

Minority Career Network  
<http://www.minoritycareernet.com/aboutus.shtml/>

Minority and Women Doctoral Directory  
<http://www.mwdd.com>

## II. Internet Resources (continued)

Minority Professional Network  
[www.minorityprofessionalnetwork.com/](http://www.minorityprofessionalnetwork.com/)

Multicultural Advantage  
<http://www.multiculturaladvantage.com/>

National Association of Black Journalists  
<http://www.nabj.org>

National Association of Asian Professionals  
<http://www.naaap.org/>

National Association of Black Accountants, Inc  
<http://www.nabainc.org/>

National Association of Black in Criminal Justice (NABCJ)  
<http://www.nabcj.org/>

National Association of Black Geologist and Geophysicists  
<http://www.nabgg.com/>

National Association for Hispanic Journalists  
<http://www.nahj.org/>

National Association of Hispanic Nurses  
<http://thehispanicnurses.org.>

National Association of Hispanic Publications  
<http://www.nahp.org/>

National Black Chamber of Commerce  
<http://www.nationalbcc.org/>

National Black MBA Association, Inc.  
<http://www.nbmbaa.org>

National Black Prosecutors Association  
<http://www.blackprosecutors.org/>

National Black Public Relations Society  
<http://www.nbprs.org/>

National Black Nurses Association  
<http://www.nbna.org/>

## **II. Internet Resources (continued)**

National Community College Hispanic Council  
<http://www.ncchc.com/>

National Congress of American Indians  
<http://www.ncai.org/>

National Federation of Filipino American Associations  
<http://www.naffaa.org/>

National Forum for Black Public Administrators  
<http://www.nfbpa.org/>

National Gem Consortium  
<http://www.gemfellowship.org/>

National Hispana Leadership Institute  
<http://www.nhli.org/>

National Indian Education Association  
<http://www.niea.org/>

National Medical Association  
<http://www.nmanet.org/>

National Minority Business Council  
<http://www.nmbc.org/>

National Minority Technology Council  
<http://www.nmtcouncil.com/>

National Society of Black Engineers  
<http://www.nsbe.org/>

National Society of Hispanic Engineers  
<http://oneshpe.shpe.org/wps/portal/national>

National Society for Hispanic Professionals  
<http://network.nshp.org/>

National Society of Hispanic MBAs  
<http://www.nshmba.org/>

National Urban League  
<http://www.nul.org>

## II. Internet Resources (continued)

Network of Indian Professionals

<http://na.netip.org/>

Organization of Chinese Americans

<http://www.ocanational.org/>

Ph.D. Project

<http://www.phdproject.org>

Prince Georges Black Chamber of Commerce

<http://www.pgblackchamber.org/>

Professional Women of Color Network

<http://www.pwocn.org/>

Regional Hispanic Chamber of Commerce

<http://www.regionalhispaniccc.org/>

Quintessential Careers

[http://www.quintcareers.com/African-American\\_career\\_resources.html](http://www.quintcareers.com/African-American_career_resources.html)

Saludos Hispanos

<http://www.saludos.com/joblistform.html>

Society Advancement of Chicanos and Native Americans

<http://www.sacnas.org/>

Society of Hispanic Professional Engineers

<http://oneshpe.shpe.org/wps/portal/national>

Society of Women Engineers

<http://www.swe.org/>

South Central Modern Language Association (SCMLA)

<http://www.southcentralmla.org/>

Southern Regional Education Board

<http://www.sreb.org/>

United States Hispanic Leadership Institute

<http://www.uskli.org/>

Women in Technology Inc.

<http://www.witi.com/>

## **Publications**

*Affirmative Action Register* – the only nation-wide publication that provides for systematic distribution to mandated minorities, females, people with disabilities and veterans. (Exhibit A)

*The Black Scholar* – a premier journal of Afro-American critical scholarship, with a circulation of 10,000 and a readership of 60,000, of which 70-80% are black, either college or college-oriented, with an average age of 35 years. The journal is widely read by teachers, professionals, and intellectuals and is also required reading for many courses dealing with Afro-American and Ethnic Studies. (Exhibit B)

*Diverse Issues in Higher Education* (formerly *Black Issues in Higher Education*) – a publication that carries a loyal readership of 200,000. This publication is circulated to administrators, faculty, business officers, student service professional, librarians, technology directors and historically Black colleges and universities. (Exhibit C)

*The Hispanic Outlook in Higher Education* – the sole Hispanic journal that is nationally distributed to educators, administrators, students, students' services and community-based organizations and corporations. (Exhibit D)

*University Faculty Voice* – a nationally circulated monthly newspaper with a readership of 80,000. It is distributed to all 20,000 faculty members and administrators at the nation's Historically Black Colleges and Universities and several other colleges and universities across the country. (Exhibit E)

*Women in Higher Education* – a national publication that reaches 12,000 women readers who are administrators and faculty, which includes presidents, vice presidents, provosts, and deans/directors. (Exhibit F)

## **IV. National Organizations**

Affirmative Action and Diversity

<http://aad.english.ucsb.edu/>

Affirmative Action Register

<http://aar-eeo.com/>

African American Organizations

<http://www.aawc.com/aao.html>

American Association for Affirmative Action

<http://www.affirmativeaction.org/>

American Association of People with Disabilities

<http://www.aapd-dc.org/>

American Association of University Women

<http://www.aauw.org/>

American Indian Higher Education Consortium of Colleges

<http://www.aihec.org/>

Asian American Communities & Organizations

<http://newton.uor.edu/Departments&Programs/AsianStudiesDept/asianam-commun.html>

Association of American Colleges & University

<http://www.aacu.org/>

Black Data Processor Association

<http://www.bdpa.org/>

Code of Federal Regulations

<http://www.gpoaccess.gov/cfr/index.html>

College and University Personnel Association

<http://www.cupahr.org/membership/aboutmembership.html>

Congressional Black Caucus

<http://www.congressionalblackcaucus.net/>

Congressional Hispanic Caucus

<http://www.chci.org/>

The Council for Tribal Employment Rights

<http://www.ctertero.org/>

#### **IV. National Organizations (continued)**

DOL's Office of Federal Contract Compliance (OFCCP) Compliance Assistance Information  
<http://www.dol.gov/compliance/>

Hispanic Alliance for Career Enhancement  
<http://www.hace-usa.org/>

Hispanic Association of Colleges and Universities (HACUs)  
[http://www.hacu.net/hacu/Default\\_EN.asp](http://www.hacu.net/hacu/Default_EN.asp)

Hispanic National Bar Association  
<http://www.hnba.com/>

Historically Black Colleges and Universities (HBCUs)  
<http://hbcuconnect.com/>

Maryland Association of Affirmative Action Officers  
<http://www.maaao.org/>

National Action Council for Minorities in Engineering  
<http://www.nacme.org/>

National African American Community-Based Organization  
<http://www.urbanleague.org/>

National American Indian Housing Council  
<http://www.naihc.com/>

National Arab American Medical Association (NAAMA)  
<http://www.naama.com/>

National Asian Pacific American Bar Association  
<http://www.napaba.org/napaba/showpage.asp?code=home>

National Association for the Advancement of Colored People (NAACP)  
<http://www.naacp.org/>

National Bar Association  
<http://www.nationalbar.org/>

National Consortium of Directors of LGBT Resources in Higher Education  
<http://www.lgbtcampus.org/>

National Council on Black American Affairs  
<http://www.ncbaa-international.org/>

#### **IV. National Organizations (continued)**

National Council of La Raza

<http://www.nclr.org/section/about/>

National Education Association

<http://www.nea.org/>

National Gay and Lesbian Task Force

<http://www.thetaskforce.org/>

National Organization on Disabilities

<http://www.nod.org/>

National Organization for Women (NOW)

<http://www.now.org/>

National Pharmaceutical Association

<http://www.npha.net/>

National Technical Institute for the Deaf

<http://www.ntid.rit.edu/>

Native American Online

<http://www.native-american-online.org/>

Native American Organizations

<http://www.afn.org/~native/orgnztns.htm>

United Negro College Fund

<http://www.uncf.org/>

U.S Department of Education (Office for Civil Rights)

<http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

U.S Equal Employment Opportunity Commission

<http://www.eeoc.gov/>