

# Faculty Recruitment Resources

While no universal solution exists to address concerns of public affairs program, it is encouraged that programs engage with these challenges more actively by taking institutional context, evolving demographics, and educational research into consideration. What works for one program may not work for another as the needs and context of programs vary; thus, it is important for programs to continuously deliberate and reflect on current and new approaches and to actively engage with stakeholders.



While the inclusion of the strategies below does not constitute an endorsement by COPRA, the Commission does require programs to provide program- and mission-specific diversity plans that detail strategies to promote faculty, student, and curricular diversity and foster an overall climate of inclusiveness. The list below is not meant to be comprehensive; rather it is meant to serve as a starting point for *discussion, reflection, and evidence-based decision-making*.

- Develop an Inclusive Search and Recruitment Toolkit. Below are some examples of recruitment toolkits designed by different institutions:
  - **EXAMPLE:** The University of Texas’s [Recruitment Toolkit](#): a comprehensive toolkit that provides examples for the distinct stages of the search process including before recruitment begins, planning the search and recruitment process, during recruitment, and evaluating the recruitment process.
  - **EXAMPLE:** University of San Diego’s [Faculty Recruitment and Retention Toolkit](#): contains guidelines based on recommendations and faculty recruiting toolkits and includes checklists and forms that may be used during the recruiting process.
  - **EXAMPLE:** University of Florida’s [Faculty Search Committee Toolkit](#): provides guidance on proactive recruitment strategies, examples of interview questions, and includes additional references on diversity
  
- Send job announcements to PhD directors at universities with underrepresented student bodies.
  - For programs in the United States, contact Historically Black Colleges and Universities (HBCUs) and Hispanic-serving Institutions (HSIs) with programs in

related fields. **To access a complete list of minority institutions, click on the following links: [HBCU's List](#) and [HSI's List](#).**

- Recruit potential faculty candidates by advertising in different publications, with academic and professional associations, and academic organizations (**a list of potential job posting venues is provided at the end of this document**).
- Seek partnerships with local, provincial, or central governments to recruitment practitioners as faculty.
- Partner with other related programs overseas for short-term faculty exchange opportunities.
- Include explicit diversity statements in job postings that go beyond the federally mandated regulations. The following **EXAMPLES** were gathered from different institutions, including the University of Texas, the University of Washington, and the University of California, Santa Cruz:
  - The department seeks candidates whose research, teaching, or service prepared them to contribute to our commitment to diversity and inclusion.
  - The department is committed to a diverse and inclusive working and learning environment.
  - Candidates should describe and include specific examples on how their experience and commitment to diversity would contribute to the department's mission and values, including but not limited to their research, methodological and pedagogical approaches, teaching content, mentoring and recruiting activities, community engagement, interdisciplinary collaborations, experiences working with underrepresented communities on and off campus, etc.
  - Successful candidates must be committed to working with diverse student and community populations.
  - Applicants are expected to describe in their letter of intent how their scholarship contributes to diverse communities.
  - The University is committed to building a culturally diverse educational environment. Applicants are requested to include in their cover letter information about how they will further this goal.
  - The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their research, teaching and/or service.
- Include questions during interviews that require candidates to explain how they have incorporated diversity into their research and/or teaching agendas, and what their experience has been (if any) working in diverse environments.
  - Pre-employment inquiries should not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information. For a

Guideline on Pre-employment inquires, see the University of Washington's [chart for fair and unfair pre-employment interview inquiries](#).

- Request additional funding for targeted hires.

## Potential Job Posting Venues

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The following websites, publications, and professional associations may assist institutions in recruiting diverse candidates for vacant positions. **This is not meant to be a comprehensive list and its listing does not constitute an endorsement by COPRA.**

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[Academic Careers Online](#): Includes faculty, research, post doc, adjunct, administrative, and senior management positions at (community) colleges, universities, and research institutes in the USA, Europe, Asia or anywhere else in the world.

[Academic Diversity Search, Inc.](#): ADS is a nationwide employment resource specializing in connecting women and minorities with academic institutions that truly value diversity. This portal is powered by job posting advertisements, an extensive network and database of professionals, and executive search firm capabilities.

[American Indian Higher Education Consortium](#): AIHEC represents 36 Tribally-controlled Native American Colleges in the United States, and one Canadian Institution.

[Black EOE Journal](#): With almost 25 years of experience in diversity and inclusion advertising, Black EOE Journal now reaches over 2 million readers. Their mission is to promote the advancement of all aspects of business and employment to ensure equal opportunity.

[Career Women](#): CareerWomen.com is the National leader in women's online recruiting. Tailored to the needs of today's working women, CareerWomen.com provides easy access to top employers and recruiters who are actively looking to recruit and hire women. Since 1997, CareerWomen.com has helped thousands of women find jobs in their chosen career.

[Diverse Issues in Higher Education](#): The job site of Diverse: Issues In Higher Education, the flagship publication of a leading publisher of higher education news. This is a leading resource site for careers in academia. The extensive listings posted here include both faculty and non-faculty jobs at postsecondary institutions to reach a larger pool of qualified candidates.

[Diversity.com](#): For over 16 years, Diversity.com has led the niche recruiting industry by offering global, national and local organizations the best in advertising diversity jobs. Diversity.com offers a variety of diversity job posting options.

[Equal Opportunity Publications, Inc.](#): Since 1968, Equal Opportunity Publications, Inc. (EOP) has led the way in diversity recruitment with a portfolio of seven national career magazines, a diversity website, online job board, and Career Expos for women, members of minority groups, and people with disabilities.

[HBCU Connect](#): The first and largest community for students, alumni, and supporters of Historically Black Colleges and Universities (HBCU) maintains one of the largest online diversity resume databases, with thousands of active resumes and profiles that are less than 90 days old. This site is one of the most fruitful recruiting websites for African-American professionals.

[Hispanic Alliance for Career Enhancement](#): For over 32 years, HACE has served as a resource for Latinos in the workplace and a source of expertise and insight for corporations seeking to access them. With a network of over 42,000 members across the country, HACE works with employers to remain competitive in an increasingly dynamic economy by helping them attract, develop and retain Latino and diverse professionals.

[IMDiversity](#): This site dedicated to providing career and self-development information to all minorities, specifically African Americans, Asian Americans and Pacific Islanders, Latino/Hispanic Americans, Native Americans and women.

[Inside Higher Ed](#): Inside Higher Ed Magazine reaches nearly 600,000 higher education professionals from every academic discipline and every administrative area, and boasts the most diverse readership of any higher education publication. Nearly 20% of the visitors to this site are minorities and more than 50% are women.

[Insight into Diversity](#): The site reaches across all categories of highly-educated, underrepresented groups in higher education, government, and corporate America. They sent out weekly emails to more than 40,000 recipients, showcasing a selection of their recent posted jobs.

[Journal of Blacks in Higher Education](#): JBHE.com provides a cost-effective way to reach a highly targeted demographic of scholars at colleges and universities across the United States. The Journal of Blacks in Higher Education offers multiple online advertising options for academic institutions and affiliated agencies.

[Latinos in Higher Ed](#): LatinosinHigherEd.com is the first Latino professional employment website designed specifically for the higher education community and has a network of 10,000 contacts.

[LGBT in Higher Ed:](#) The LGBTHigherEd.com website is the niche job board for “Lesbian, gay, bisexual, and transgender” people within higher education.

[Minority Postdoc:](#) With an internal contact list of over 1,100 diverse postdoctoral fellows, MinorityPostdoc.org publishes postdoctoral & professional job/opportunity advertisements for all employment sectors: academia, industry, government, non-profit, etc. It is a web portal focused on the experiences of underrepresented graduate students and postdoctoral fellows.

[National Association of African Americans in Human Resources \(NAAAHR\):](#) NAAAHR exists to provide a unique global forum for the career development of Black and African American human resources professionals. The Association is made up of over 4,000 members and affiliates and operates over 25 chapters and interest groups throughout the nation.

[National Forum for Blacks in Public Administration:](#) With over 2,500 members, NFBPA is an independent, nonpartisan, 501(c)(3) nonprofit organization founded in 1983. Their members are leaders and managers of public programs and agencies in more than 350 jurisdictions nationwide. Thirty-six chapters support the growth of NFBPA at the local level.

[National Registry of Diverse and Strategic Faculty \(The Registry\):](#) The Registry, supported by Texas Tech University, is a resource for tenure track/academic ladder faculty members from underrepresented groups and for colleges and universities actively working to recruit and hire highly accomplished and qualified candidates for faculty positions.

[Post Doc Jobs:](#) This site is the first niche recruiting channel to bring together recent Ph.D.s, professors, research institutions and other employers to find a good match. Each month, over 100,000 Ph.D.s visit their website and seek postdoctoral opportunities. Jobs posted on our website are normally viewed 2,000 to over 5,000 times.

[Public Service Careers:](#) PublicServiceCareers.org is the most authoritative and widely used website for finding jobs, career advice, and information on degrees in public service and public affairs. It is sponsored by the three most prominent organizations in professional public service and education: NASPAA, ASPA, APPAM.

[The Chronicle of Higher Education:](#) The "Career Center" is the world's largest job marketplace for people with advanced degrees reaching 218,000 plus print and digital readers weekly. Advertisers include colleges, universities, and other organizations in the United States and around the world.

[The Hispanic Outlook in Higher Education:](#) The Hispanic Outlook in Higher Education magazine is the only magazine with a 25-year track record of providing information and resources that focus on Hispanics in higher education.

[Women in Higher Education \(WIHE\)](#): Publication is monthly and reaches thousands of women leaders on campuses all over the U.S. and Canada. The publication has a readership of approximately 12,000 each month through subscription, libraries, etc.

*COPRA looks forward to learning from its programs and continuing to build resources for programs based across the globe. If you have resources that could be of help to peer programs, please contact [hamilton@naspaa.org](mailto:hamilton@naspaa.org).*