

Developing The Recruitment and Search Strategy

Faculty recruitment begins with a solid search process. That process includes a number of documents and decisions. For the search committee, one of the primary documents is the Recruitment and Search Strategy section of the Position Announcement Authorization Form. The strategy is developed by the search committee, the department chair, and other department members, and reviewed by the dean. The Assistant Vice President for Academic Affairs and Diversity provides assistance and information to the committee and the department as they develop and refine the strategy.

The Recruitment and Search Strategy specifies all of the venues through which the position will be advertised, including professional meetings, print ads, announcement and nomination letters, and personal contacts. It is crucial, therefore, to the recruitment of a broad and diverse pool of applicants. It should be developed over time and in consultation with all those who can provide information regarding effective resources that can broaden the applicant pool.

An example of a recruitment strategy for a sociologist follows. Note that in this example the search committee plans to use a variety of resources to attract a broad and diverse pool of applicants. Specifically, this position announcement should be seen by sociologists, including female, Jesuit, African American, and Hispanic Ph.D.-holding audiences, and is directed to specific individuals who may be interested or able to provide nominations. The position will be announced in specific professional and general academic outlets. Additionally, the position announcement will go to widely read venues popular among academics of many disciplines. Developing a strategy like this is not difficult. Planning and creative thinking based on the resources available in the field are required to search effectively.

The sample also lists dates by which each category of recruitment activity will begin. Listing and following the calendar is important. It insures that all involved with the search know when specific activities will and are taking place.

**Example for a Sociology Position
Position Announcement Authorization Form (page 2)**

Recruitment and Search Strategy:

List all the approaches that will be used to attract a diverse pool of applicants that includes Jesuits, women, and people of color committed to the College's mission.

Position announcement advertised in journals, newspapers, etc. (include submission deadlines):

ASA Employment Bulletin (deadline 8/1/03)

Black Issues in Higher Education (deadline 8/5/03)

Position announcement posted on websites, listservs, registries:

Women in Higher Education website (www.wihe.com)

Association of Jesuit Colleges and Universities website

Loyola's Human Resources website

Position announcement to be mailed to: (by 8/4/01)

27 letters to colleagues at graduate programs nationwide from members of department (including Jesuit universities granting Ph.D.s)

Letters to Ph.D. granting institutions in the Baltimore/Washington, DC region

Letters to graduate directors at top 10 schools graduating Ph.D.s in Sociology

Letters to Sociology departments at HBCUs graduating Ph.D.s.

Individuals and organizations to be contacted personally: (by 8/4/01)

45 names of recent Ph.D. grads of color listed in Minority and Women Doctoral Directory

Dr. Mercedes Rubio, director of Minority Affairs, American Sociological Assoc.

5 letters to Loyola alums who have recently graduated with Ph.D.s in Sociology

Phone calls to personal and professional contacts of department members

Letters to sociologists on the Jesuit availability list

Other (e.g., conference interviews):

Registration with the ASA Employment Service at the annual ASA meeting, August 16-19, 2003

Send to those nominated as necessary

Calendar:

Anticipated application review start date: Begin October 24, 2003

Anticipated campus interviews dates: Nov. 10 - Dec. 5, 2003

Anticipated decision date: Jan. 12, 2004