

Faculty Recruitment Toolkit

Georgia Southern University—Faculty Search Procedures

Recruitment Venues

- Minority Serving Institutions
- Other Directories Maintained by the Office of Diversity Services
- Applicant Clearinghouse
- Discipline-Based Professional Organizations
- Publications and Websites
- Professional Meetings

Minority Serving Institutions

The Office of Diversity Services maintains on its website (<http://services.georgiasouthern.edu/affirmativeaction>) a set of mailing labels for graduate programs at historically minority serving institutions, click on Minority Recruitment Labels on the left hand side.

**Required
by Search
Chair**

- The search chair¹ sends a written letter to discipline-related faculty identified through the mailing labels. These letters should be personally addressed to the individual on the label and encourage the individual to either apply or nominate other candidates for the position.

Other Directories Maintained by Diversity Services

In addition to the minority serving institutions, Diversity Services maintains other directories, including Committee on Institutional Cooperation—Women in Science and Engineering, Black Graduate Engineering and Science Students, National Minority Faculty ID, Minority and Women Doctoral Directory, and Directory of Ford Fellows.

- Diversity Services sends email announcements to the individuals identified in the discipline for which the search is being conducted.

Applicant Clearinghouse

The University is required by the Board of Regents of the University System of Georgia to list all positions with the University System of Georgia Applicant Clearinghouse. The Provost Office handles this task for search chairs. Once the position is posted, the Clearinghouse forwards the names and addresses of all individuals who have indicated an interest in that field.

**Required
by Search
Chair**

- The search chair reviews the listing of names and identifies those individuals who appear to be qualified for the position. The search

¹ Note in all recruitment activities, the search chair is encouraged to solicit help from other search committee members.

chair then sends a personally addressed letter to each person who appears to be qualified, encouraging them to apply for the position.

Discipline-Based Organizations

Most academic discipline professional organizations have subcommittees on women and/or people of color.

Required
by Search
Chair

- The search chair researches the discipline professional organizations to ascertain whether such subcommittees exist and, if so, to obtain a listing of the subcommittee members' names and addresses. Using this list, the search chair then writes personally addressed letters to the individuals identified, encouraging the individual to either apply for or nominate other candidates for the position.

Most professional organizations also have both national and regional meetings, newsletters, email mailing lists, and web sites.

Required
by Search
Chair

- The search chair identifies those meetings and/or publications which will occur prior to the screening begins or postmark deadline and sends a written position description and letter to the appropriate person, requesting that the information be shared and/or posted. A follow-up contact is made, sharing the same information by email. **If there is a charge for this service, search chairs, in consultation with the department chair and/or dean's office, have discretion in placement.**

Diversity Services maintains on its website a list of recommended advertising outlets which search chairs are asked to consider.

Publications and Web Sites

Most disciplines have electronic job posting sites, listserves, and discussion groups. Diversity Services may also recommend venues to the search chair, but **all costs are borne by the department and/or college.**

Required
by Search
Chair

- Each search must place at least one printed ad. A copy of the printed ad, as it appears in the publication, should be retained for the administrative search file.

Diversity Services maintains on its website a list of recommended advertising outlets which search chairs are asked to consider.

Recommended

- The search chair and search committee should identify other electronic and/or print venues for posting the ad.

- Diversity Services will post the position to the following electronic sites as appropriate:
 - Academic Employment Network
 - Higher Ed Jobs Online
 - Public Health Employment Connection
 - Best Jobs USA
 - Ticket to Hire—Social Security Administration
 - Jobs for PhDs
 - Faculty for the Future
 - National Minority Faculty Identification Program

Professional Meetings

- Search chairs should identify any professional meetings, and the dates that they will be held, at which the position announcement will be distributed or placement services used to advertise the position.

NOTE: professional meetings are opportunities to sell Georgia Southern and recruit faculty to apply for position openings.

NOTE: professional meetings noted on the recruitment strategy **must** occur before the screening begins or postmark deadline.



Recommended