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OFFICE OF DIVERSITY, COMPLIANCE,  
 AND EQUITY INITIATIVES

### FACULTY RECRUITMENT PLAN

Department Chair: A Recruitment Plan should be filed for each search committee, when advertising for one or more positions. Prior to submitting the Recruitment Plan, a Recruitment Authorization Form (RAF) should be submitted to the Office of Human Resources. Please complete this **Recruitment Plan** before you begin your search activities. Send the plan to your school dean for approval; the Dean will forward it to the Office of Diversity, Compliance and Equity Initiatives. Once your recruitment plan has been approved, you will receive a signed copy. At the end of the search, the Chief Diversity Officer will work with your department to complete the **Faculty Data Form**, which documents the applicant pool. Please remember that the **Recruitment Plan** and the **Faculty Data Form** must be on file in the Office of Diversity, Compliance and Equity Initiatives before your candidate's name can be put before the College's P & B Committee.

1. a. Department \_\_\_\_\_

b. Discipline/Specialization/Sub-field \_\_\_\_\_

2. Number of positions for which recruiting with this Recruitment Plan: \_\_\_\_\_

3. Position Rank (check all that apply):  Assist. Prof.  Assoc. Prof.  Full Prof.

Open Professorial Rank

Instructor  Lecturer  CLT

4. Type of line: Tenure-track line \_\_\_\_\_ Visiting line \_\_\_\_\_ Substitute line \_\_\_\_\_

5. Text of position announcement to be attached to this form?

6. How and where will this position be advertised (please be specific, *i.e.*, *The New York Times*, *The Chronicle of Higher Education*, *Black Issues in Higher Education*,)? *As a part of our efforts to diversify the workforce at Baruch College, the Office of Diversity, Compliance, and Equity Initiatives recommends posting jobs with institutions and professional organizations dedicated to fostering the career advancement of job candidates from traditionally underrepresented groups in higher education.*

\*CUNY and Baruch Human Resources websites<sup>1</sup>

\*Hispanicoutlook.com

\*Insidehigheredjobs.com

\*Higherjobs.com

\*Diverseeducation.com

<sup>1</sup> All postings are automatically placed at these six websites. Please add any websites not covered in sections 6(a)-(d).

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a. Any professional, discipline-related journals and/or publications; educational institutions; professional organizations and associations, discipline-related publications:

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b. Any conferences, including those that target women and underrepresented groups (please indicate conference names, dates, and locations, including how the position will be publicized):

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c. Any plans to network with colleagues in other higher educational institutions (and if so, please describe):

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d. Any international publications:

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7. Dept. Chair (Hiring Manager): \_\_\_\_\_

8. Please provide information concerning Search Committee Members. *As a reminder, in accordance with CUNY policy, search committees should be diverse (to the extent possible) with respect to gender, race, and ethnicity.*

Search Committee Chair: \_\_\_\_\_

Names of Other Search Committee Members:<sup>2</sup> \_\_\_\_\_

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<sup>2</sup> If any committee members are not from the department conducting the search, please indicate which department they are in..

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One of your Search Committee Members should be nominated to serve as an Equity Advocate, who will act as the compliance monitor and the liaison between your search committee and the Office of Diversity, Compliance, and Equity Initiatives. Please designate your Equity Advocate: \_\_\_\_\_.

\* \* \*

I approve the Recruitment Plan set forth above and certify that my Department and this search will comply with relevant CUNY policies and with the policies and procedures established by the Baruch College Office of Diversity, Compliance and Equity Initiatives.

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Name \_\_\_\_\_

School Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

I approve the Recruitment Plan set forth above.

Chief Diversity Officer \_\_\_\_\_ Date \_\_\_\_\_

***Revised March 18, 2015***