Idaho State University College of Education Diversity Committee - Faculty Recruitment Plan

The College of Education (COE) Diversity Committee is charged with the responsibility of providing leadership in enhancing multicultural and diversity education in the College. Within this unit diversity is defined as knowledge about race, ethnicity, color, national origin, exceptionalities in education, disability, age, sex, sexual orientation, religion, socioeconomic status (SES), language, and culture. Among other things, the Committee is charged with providing guidance and/or support in the recruitment and retention of faculty from diverse backgrounds. To this end, the Committee proposes the following Faculty Recruitment Plan.

1. Search committee appointments are solicited from among the COE faculty, with the chair being appointed by the Dean of the COE. Every effort should be made to ensure that the chair, and as much as possible committee members, are composed of faculty and/or staff from the division/department in which the position vacancy occurs.

2. Upon appointment, the chair will request and review copies of: (a) the most recent ISU Recruitment Process manual from the ISU Office of Human Resource, and (b) The Committee: Composition, Charge and Ground Rules manual available from the Director of Affirmative Action. It is incumbent upon the chair to share this information with the search committee.

3. Following the guidelines outlined in the Recruitment Process manual, the chair and committee will work with the hiring department to draft the position announcement and job description commensurate with the experience and qualifications needed to fulfill the position vacancy.

4. In large measure, ISU policy leaves decisions regarding position vacancy advertising to the discretion of the search committee (see pages 7 and 8 of the Recruitment Process manual for details). With this in mind, the COE Faculty Recruitment Plan specifies that position vacancies be advertised in the following:
   a. The Chronicle of Higher Education;
   b. A minimum of TWO specialty advertising sources:
      -Preference is to be given to sources identified in the COE Faculty Recruitment Source Book (available from the Dean’s secretary),
      -Sources not identified in the COE Faculty Recruitment Source Book, must be approved by the Dean of the COE,
      -Requests to advertise in more than two specialty sources must be approved by the Dean of the COE,
      -Estimated additional search cost = up to 1000.00/search
   c. Local advertising sources are encouraged – IF relevant to the position vacancy being advertised (i.e., local, regional and state newspapers),
   d. On-line ISU posting through the Office of Human Resources.

5. Finally, in addition to the advertising strategy and sources identified above, it is recommended that COE searches also direct mail job announcements to the target schools and potential faculty recruit sources identified in the COE Faculty Recruitment Source Book.

Faculty Notification/Approval: __________________