

Search Procedures For Full-Time Faculty Positions

Introduction

Texas Christian University is committed to its mission, vision and core values:

- Mission – To educate individuals to think and act as ethical leaders and responsible citizens in the global community.
- Vision – To be a prominent private university recognized for our global perspective, our diverse and supportive learning community, our commitment to research and creative discovery, and our emphasis on leadership development.
- Core Values – TCU values academic achievement, personal freedom and integrity, the dignity and respect of the individual, and a heritage of inclusiveness, tolerance and service.

With these tenets as a foundation, Texas Christian University, (TCU) affirms that all individuals must be treated with equity in the hiring, retention and promotion process. TCU insists that each person be evaluated on his or her individual merits and not on a stereotypic conception of any group classification practices. TCU rejects any and all barriers that artificially limit the professional and personal development to individuals.

TCU seeks candidates dedicated to excellence in teaching, scholarship, service and professional development. The following procedures are designed to guide all units engaged in searches for full-time faculty positions. These procedures and guidelines will assist units in making hiring decisions consistent with the campus commitment to our mission, vision, core values, and the affirmative action policy. Use of these procedures should 1) facilitate the development of excellent candidate pools, 2) help to eliminate potential sources of bias in the search and screening process, 3) lead to appointments that will bring more academic recognition to the University and support our work to create a more diverse and inclusive campus community. The foundational premise of our commitment to this process does not require a lessening of our commitment to our mission, vision and core values statement; rather, it is essential to the successful accomplishment of stated goals.

Under federal law and executive order, TCU and other institutions of higher education are required to comply with certain standards in their recruitment and hiring of faculty members. These policies and procedures are detailed in various publications of the Office for Civil Rights, the Department of Labor, and of the Equal Employment Opportunity Commission. Pertinent documents are available from the TCU Affirmative Action Officer or from the Office of the Provost. Affirmative Action/EEO requirements for full-time faculty positions are incorporated in the following procedures.

FACULTY SEARCH CHECKLIST

Search Authorization to Dean > Provost										
Approval from Provost (Provost sends Ad to HR)										
Internal & External Ads posted for 30 days										
Search committee recommends candidate(s)										
Ask HR for applicant summary										
EEO I Form, etc. Dean > Provost										
Approved EEO I form received										
License Check (if appl.)										
Schedule interview(s)										
Interview(s)										
Criminal Background Check										
Reference Check										
Call to discuss prelim offer										
Rec. to hire to Dean > Provost *										
Letter of appointment and contract to candidate from Provost										
Candidate acceptance										
Complete online job evaluations in iGreentree										

*Include position number, name, mailing address, vita, salary, stipends, credit toward tenure, and if relevant, moving costs, start-up funding and funding source.

FACULTY SEARCH AUTHORIZATION

Note: This form should be completed by the Department Chair and forwarded (email or hard copy) to the appropriate Dean and to the Provost/Vice Chancellor for Academic Affairs for approval before initiating searches for full-time, part-time or adjunct faculty. **A copy of the proposed advertisement should be forwarded with this form.**

Position Number _____

Title of position _____

Name of department (school) _____

Check one: Full time Part time

Check one: Tenure track Yes No

Check one: Replacement New position

If replacement, name of former faculty _____

Separation date of former faculty _____

Starting date for new faculty _____

If one-year faculty, anticipated separation date _____

Current budgeted salary: \$ _____ per _____

Recommended salary: \$ _____ per _____

Budget Codes: Acct. _____ Dept. _____ Fund _____

THIS SECTION FOR AUTHORIZATIONS

Department Chair/Date

Chancellor/Date

Dean/Date

Provost/VC for Academic Affairs/Date

As of August 2011, all candidates for faculty positions must apply online through the iGreenTree system. These forms are also viewable (under "link") to the search committee within each job profile. The EEO I is to be completed online and all ads should be attached to the form electronically.

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Recruitment Procedures

(Please initial each step when completed.)

Human Resources now provides the requisition (applicant) summary reports.

____1. A Faculty Search Authorization form, accompanied by a copy of the proposed advertisement or position announcement, must be processed by the school/department in which a vacancy occurs. Final authorization rests with the Provost. Upon approval by the Provost, the original Faculty Search Authorization form, search guidelines, and appropriate forms are sent to the school/department. The Provost's office will notify the Deputy Affirmative Action Officer that a search will begin.

____2. Most searches for tenure-track faculty appointments involve the formation of a search committee. Ideally, the committee should be appointed before a position description has been finalized and members should have the opportunity to review it before it is submitted for approval, in order to ensure a range of input and perspectives.

____3. TCU is committed to national advertising of full-time faculty positions. Any deviation from this policy must be approved by the Dean of the school/college in which the vacancy occurs and by the Provost. The Provost's office covers the cost of advertising for faculty positions; the specific allocation amount is set annually. Departments may choose to place ads in *The Chronicle of Higher Education*, professional journals/newsletters, or post position announcements on appropriate web sites. At a minimum, (budgeted) **full-time** positions must be advertised in one national site (i.e. Chronicle), two minority sites (AAHHE; Diverse Issues in Higher Education), one women's site (WIHE), and on the TCU Human Resources website: https://tcu.igreentree.com/CSS_Faculty. **Lecturer positions** (at a minimum) must be posted on the TCU website, the AAHHE site and Diverse Issues in Higher Education site. All advertisements and postings must contain the statement: **"As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law."**

Ads will be posted for a minimum of thirty days. Payments for advertisements should be processed through the office of the Provost.

____4. All faculty positions must be posted on the TCU Human Resources website. Only applications on the TCU website will be accepted for review. Outside postings in journals, newsletters, or other websites must direct the candidate to the TCU website to apply. **Resumes and other documents cannot be posted on other websites or sent directly to the department.**

____5. Letters or announcements must be sent to minority, women's and professional organizations notifying them of faculty vacancies and requesting names of qualified female and minority applicants. The office of the Provost will provide assistance in identifying such organizations as well as information from women's and minority doctoral candidate directories and prospective faculty vita banks as appropriate. **A copy of all postings must accompany the EEO I form.** Additionally, faculty in the hiring unit should contact colleagues for assistance in identifying women and minorities and other underrepresented groups who may be potential applicants.

____6. Recruitment for all faculty vacancies must be undertaken without designation by age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. It is a violation of federal standards for a position to be identified as open only to members of a particular minority group or gender. Faculty in the hiring unit should use all available sources to ensure that the underrepresented groups listed above are represented in the applicant pool.

____7. Job requirements must be applied uniformly to applicants without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. Departments must be certain that the credentials and level of experience, which are required for any position, are actually necessary for proper performance of the job.

It is as inappropriate to relax standards in order to hire an applicant from an underrepresented group as it is to raise standards to artificially prohibit employment. Lowering standards preferentially for underrepresented groups is discrimination against others. A requirement for employment which results in a disproportional impact upon minorities or women can be maintained only if such requirement is clearly related to the job in question and is first approved by the Affirmative Action Officer.

Revised January 2015



Instructions for Hiring Manager and Search Committee

1. Go to <https://tcu.igreentree.com/>
2. Click on Hiring Manager.
3. Contact the HR Employee Coordinator for your username and password.
You should change your password after you login to Hiring Manager under Maintenance.
4. Click on the Login button.
5. In the box on the left, click on Reqs and then My Reqs.
6. There is a small box containing a plus sign to the left of the blue requisition number. Click on that box to view the applicants for that position.
7. The "Result for this Req" column is very important. Applicants have a status screen that updates them on the status of the hiring process. This must be updated by the Hiring Manager at least weekly. The automatic response that the system inserts is *Received Application*. As soon as you open the box that lists the applicants, you should change all of those that say *Received Application* to another response choice from the drop-down menu. *Routed to Department, HR is Reviewing, Departmental Review, and Reviewable* are some I use. If you know that the person will not be one of the ones considered, then *Not Selected* is a possible choice. I can add new messages if you want something that is not on the menu.
IMPORTANT: Applicants can view this message.
8. The comment section on the far right should be filled in for every applicant. It is important because it allows us to provide information on why one candidate was chosen instead of another. Comments in this section must be job specific. Everyone should have a comment filled in for AA/EEO compliance. Do not put the same comment for everyone. **Applicants cannot view these comments. No interviews may be conducted until the comment section has been completed. No background check will be run nor should any job offer be made until all of the comments have been completed.**



Instructions for Hiring Manager and Search Committee Using Mac w/Safari and iPad

1. Go to <https://tcu.igreentree.com/hmm>
2. Contact the HR Employee Coordinator for your username and password.
You should change your password after you login to Hiring Manager under the green Change Password button.
3. Click on the Login button.
4. In the maroon box, click on My Reqs.
5. You will see a list of all the searches to which you have access.
6. After you find the search you want to see, click on the icon of the head on the far right. You should see a number next to it indicating the current number of applicants.
7. The next screen shows you all of the applicants. To view one, click on the down arrow on the far right. This will open up the information for results and comments.
8. At the bottom of the page, you will see the Expression of Interest and the other documents that have been attached. Tap on each one to open it.
9. When you have completed viewing that applicant, click on the up arrow to close the applicant's documents.

Before Candidates Are Invited to Campus for Interviews

- _____1. Request the AA/EEO report from Human Resources.
- _____2. Forward the HR AA/EEO report and the EEO-Affirmative Action, Form 1 to the dean of the college for review and approval. The dean's office forwards the documents to the Provost's office for review and approval.

After the search procedures have been approved, the Provost's office notifies the school/department that a candidate may be scheduled for a campus visit.

Schools/departments are expected to make every effort to economize on travel and entertainment expenses by limiting the number of campus visits whenever possible. Funds are budgeted in the office of the Provost for bringing candidates to campus for formal interviews (i.e., airfare, mileage, lodging, meals, etc.), as well as entertainment expenses incurred by the school/department. The dean should be contacted concerning the departmental allocation for candidate expenses. Paperwork for candidate travel expenses and reimbursement for entertainment expenses should be processed through the dean to the Provost's office.

Additional Information:

1. At any time after the 30 days posting period, if you have enough applicants to consider, the position can be put on hold or closed. It cannot be viewed by applicants unless it is re-opened. Contact HR to do this.
2. Once you have selected an applicant for the position, a background check must be performed before the position can be offered to the applicant. (Cindy will send the release form.)
3. When the results are back and are clear, then you will be contacted by Cindy in the Provost's office. Then the position may be offered.
4. You will need to provide Cindy with the new hire's contact information, start date and salary so that the hiring letter may be sent.

For additional questions, please email or call us or refer applicants to us at any time.

Joanne Fralia
j.fralia@tcu.edu
817-257-6897

Jesse Rojano
jesse.rojano@tcu.edu
817-257-7790

Recommendation and Appointment Procedures

(Initial Each Step When Completed)

- _____1. A criminal background check must be conducted for the top candidate prior to submissions of a recommendation letter. The school/department is responsible for sending the candidate's name, email information and position number applied for the Provost's office. An electronic invitation will be sent to the candidate requesting online background release information. The Provost's office will communicate the results to the dean and department chair.

- _____2. All recommended appointees are expected to meet the Southern Association criteria for faculty (i.e., have completed at least 18 graduate semester hours in the teaching field and hold at least a master's degree from a regionally accredited college or university.) In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be justified in writing by the chair/dean to the Provost/Vice Chancellor for Academic Affairs.

- _____3. When the department chair (or the dean in a non-departmentalized school) is ready to recommend the appointment of a new faculty member, he/she shall transmit a recommendation electronically that includes the following:
 - A. Name and address of candidate
 - B. Position number for the position to be filled.
 - C. Action to be taken (proposed rank, salary, number of years credit to be granted toward the tenure probationary period, and any special conditions of employment.)
 - D. Evaluation of the candidate. Explain why the candidate was chosen over others interviewed for the position. Include an estimate of the candidate's background and qualifications as reflected in the vita.
 - E. Conclusion. Explain how the candidate will fit into the teaching and research efforts of the school/department. For example, if the candidate will fill a qualitative gap in the school/department, designate the area and explain how the candidate's qualifications will fit the school/department's needs.
 - F. Request an AA/EEO report from HR identifying the candidates interviewed to be included with this recommendation.
 - G. A copy of the candidate's vita should be downloaded from iGreentree and electronically mailed to the Provost's office.

- _____4. The recommendation for appointment (prepared by the department chair) is forwarded electronically to the dean. The dean shall then forward the recommendation electronically to the Provost by way of a cover letter, which may confirm the information contained in the department's recommendation or provide additional information as appropriate.

5. The Provost issues an official letter of appointment and contract to the candidate.

- _____6. Once a candidate has accepted an offer, the online job evaluations on iGreentree must be completed by entering the specific job-related reasons why each applicant was rejected. This information should be placed in the Comment section of the Hiring Manager's page on iGreentree. The evaluation will be submitted to the University Affirmative Action Officer at the end of two weeks.

EMPLOYMENT OF NON-U.S. CITIZENS IN TENURE-TRACK FACULTY POSITIONS

Please keep in mind the following information when considering non-U.S. citizens for tenure-track faculty positions.

- *First and foremost* - keep in mind that IF the hiring department wants to hire a non-US citizen, they must be able to document (to the Department of Labor) that the qualifications of the non-U.S. citizen who is offered the position are **superior** to those of any U.S. citizen who applied for the position. This evidence will be required in conjunction with an Application for Alien Labor Certification (step 1 in the application process for Permanent Residency green card). Thus, complete and detailed documentation from the faculty search and all applicants considered should be retained.
- If there is any possibility that your department may wish to hire a non-US citizen for this position, a print ad is NO LONGER required. It is, however, still required that an electronic version of the ad be run for the hire -- in *either* the Chronicle of Higher Education - OR- in a national journal in that field.
- TCU cannot hire a non-U.S. citizen unless he/she already has or is able to obtain H-1B (Nonimmigrant Worker) status. This status has a maximum time period of 6 years and is obtained via a petition submitted to US Citizenship & Immigration Services by an immigration lawyer in Dallas, TX, on behalf of TCU. The prospective faculty member can be either in the U.S. or outside the U.S. - the procedure is the same and can take up to 4 months.
- The faculty member cannot begin employment until approval for H-1B status (and/or visa) has been received.
- In conjunction with H-1B employment, the university is required to offer a salary that is equivalent to or exceeds the "prevailing wage" for the position. This process is also handled by the immigration lawyer.
- Individuals on H-1B status are permitted to pursue permanent resident status in the U.S. Faculty candidates should be informed, however, that TCU does NOT provide legal counsel for subsequent applications/petitions involved in obtaining permanent resident status (green card). TCU will stipulate in the initial appointment letter that obtaining permanent resident status is required BEFORE tenure can be granted.

**TCU Provost's Office
May 22, 2012**

Faculty Search Advertising Websites

WIHE – Women in Higher Education

Website: www.wihe.com

Login: c.odiorne@tcu.edu

(Lecturer positions are not required to be posted on this site. We have purchased a “bundle” of ads).

AAHHE – American Association of Hispanics in Higher Education, Inc.

Currently all faculty postings in AAHHE should be submitted on the required form and emailed (in Word format) to Megan Sanchez at mesanch7@asu.edu. Request form from a.j.gonzales@tcu.edu

Diverse Issues in Higher Education

Website: <http://jobs.diversejobs.net>

This will be pulled automatically from the HR website.

(Please be sure to retain a copy of the ad posting from the website to submit with the EEO I)

Optional:

The Chronicle of Higher Education

Website: chronicle.com

(Optional national site. We have purchased a “bundle” of ads for web postings)

The Registry

Website: www.theregistry.ttu.edu

Click on “Institution” in the right toolbar

Login: [tcufrogs](#)

Higher Ed Jobs

<http://www.higheredjobs.com/>

This will be pulled automatically from the HR website.

(Please be sure to retain a copy of the ad posting from the website to submit with the EEO I)

Academic Careers Online

Website: <http://www.academiccareers.com/>

NAACP

Website: <http://www.naacp.org>

American Association of University Women

Website: <http://www.aauw.org>

American Council on Education

Office of Women in Higher Education

Website: <http://www.acenet.edu/programs/owhe>

Association of American Colleges

Project on the Status & Education of Women

Website: <http://www.aacu.org/psew/index.cfm>

Discipline Specific Sites



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RESOURCES FOR BROADENING THE FACULTY CANDIDATE FIELD¹

SEARCHABLE DATABASES

The National Registry of Diverse & Strategic Faculty www.theregistry.ttu.edu
post open faculty positions, review candidate CVs online, and create Candidate Alerts.
[NOTE: Annual institution subscription is required.]

Cmte. on Institutional Cooperation ("CIC") Doctoral Directory www.cic.net/DoctoralDirectory
list of doctoral degree recipients from CIC institutions who are members of groups
underrepresented in higher education. Click on "Search the Database" to search by
Area of Study, Discipline, and Specialization. No cost.

Rice University's National Future Faculty Database www.futurefacultydb.org/
database collection of prospective Ph.D. and postdoctoral scholars who are interested in
academic careers from Rice and Northeastern University's NSF ADVANCE Program's
National Database. Click on "Search Profiles" to search by department, research
keyword, or event. No cost.

SREB State Doctoral Scholars Program www.sreb.org/page/1074/doctoral_scholars.html
database of over 1300 accomplished doctoral scholars and successful Ph.D. recipients
who are committed to pursuing careers in the professoriate. Click on "Scholar
Directory" to search database. No cost.

Faculty for the Future www.engr.psu.edu/fff/
website dedicated to linking a diverse pool of women and under-represented minority
candidates from engineering, science, and business with faculty and research positions
at universities across the country; at no cost, post open faculty positions and review CVs

Hispanic Assoc of Colleges and Universities www.hacu.net
\$100 for 30 days to post a job and \$100 for Resume Access database for members. Cost
for non-members is \$150.

American Assoc.for Affirmative Action www.affirmativeaction.org/careercenter.html
for a \$475 membership fee, post job openings or review candidate resumes

Academic Careers Online www.academiccareers.com
professional job search site

¹Some resources may be listed more than once under different categories.



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For a fee (\$195 for a three-month posting), post open faculty positions online and search applicant database

Nemnet Minority Recruitment Firm www.nemnet.com
professional diversity recruitment site
for a fee, post job openings and search candidate resumes (call or e-mail to get price quote)

American Physical Society www.aps.org/programs/roster/index.cfm
APS maintains a Roster of Women and Minorities In Physics that contains contact, educational, and employment information for several hundred women and minority physicists. Roster can be searched by submitting a roster search request.
\$100 per candidate search

Forte Foundation www.fortefoundation.org
website dedicated to encouraging women to pursue MBA degrees; no cost to post jobs; fee for searching the resume database

Asian American Journalists Assoc. www.aaja.org/career_listings/
for a fee, post job openings (\$150 for single job post) and review resumes

POST JOB OPENINGS ONLINE

Academic Diversity Search, Inc. www.academicdiversitysearch.com/employerservices.aspx
professional job search site
\$150 for 45 days

Diverse: Issues in Higher Education www.diversejobs.net
jobsite of Diverse: Issues in Higher Education, the flagship publication of a leading publisher of higher education news
\$275 for 30 days; \$450 for 60 days; \$565 for 90 days

Minority Postdoc www.minoritypostdoc.org/view/recruiting.html
\$300 for 30 days; \$450 for 90 days; \$600 for 6 months

IMDiversity.com www.imdiversity.com/employer-member
professional diversity recruitment site
\$95 for 30 days; \$150 for 60 days; \$200 for 90 days

Insight Into Diversity www.insightintodiversity.com
\$319 for 30 days; \$399 for 60 days



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Equal Opportunity Publications, Inc.

www.eop.com

\$250 for 30 days; \$295 for 60 days

print advertising available in the following publications

Equal Opportunity

Woman Engineer

Minority Engineer

Careers & the disABLED

Workforce Diversity

Hispanic Career World

African-American Career World

Diversity

www.diversity.com

\$160 for 30 days; \$270 for 60 days; \$780 for 180 days

Nat'l Assoc. for Ethnic Studies

www.ethnicstudies.org

one-time charge of \$200 to post jobs

Nat'l Organization of Minority Architects

www.noma.net/jobs.php

no cost to post jobs

STEM FIELDS

American Indian Science & Engineering Society www.aises.net/aises_careers/HomePage.cfm

purchase a Job Posting Package to post job openings

American Physical Society

www.aps.org/programs/roster/index.cfm

APS maintains a Roster of Women and Minorities In Physics that contains contact, educational, and employment information for several hundred women and minority physicists. Roster can be searched by submitting a roster search request.

\$100 per candidate search

Assoc. for Women Geoscientists

www.awg.org

\$75 for 30 days or advertise in bi-weekly news bulletin; \$75 for access to JobWeb; \$125 for both

Assoc. for Women in Mathematics

www.awm-math.org/career.html

Online classified ads- \$175 for 60 days; Online job link ads - \$117 for 60 days



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- Assoc. for Women in Science www.awis.associationcareernetwork.com
\$300 for 30 days; \$575 for 60 days; \$850 for 90 days [NOTE: There seem to be quite a few postings for higher ed jobs on this website.]
- Committee on Advancement of Women in Chemistry <http://coach.uoregon.edu/>
No cost. E-mail job posting to coach@uoregon.edu [NOTE: Membership list does not appear to be very large.]
- Mathematical Asso. of America www.maa.org/programs/underrepresented-groups/summa
No cost. The Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) Program of the MMA maintains an archival record of American Ph.D.s in mathematics and mathematics education who are members of minority groups.
- Nat'l Assoc. of Black Geologists and Geophysicists www.nabggcareers.blogspot.com/
No cost. [NOTE: Site does not appear to be used much.]
- Nat'l Org. for the Professional Advancement of Black Chemists and Black Engineers www.nobcche.org/career-center
\$250 for 30 day-job posting
- Nat'l Society of Black Engineers www.careers.nsbe.org
\$250 for single job posting
- Nat'l Society of Black Physicists [www.nsbp.org/post job/](http://www.nsbp.org/post_job/)
\$350 for 30 days; \$600 for 60 days
- Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) www.sacnas.org/institutions/advertising/web-ads
\$150 for 7 days; \$300 for 30 days; \$500 for 60 days [NOTE: Site appears to be very active, with many postings for higher ed jobs.]
- Society of Hispanic Professional Engineers www.national.shpe.org
\$275 for 60 days
- Society of Women Engineers www.careers.swe.org/
\$199 for 30 days; \$299 for 60 days



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WOMEN

- American Physical Society www.aps.org/programs/roster/index.cfm
APS maintains a Roster of Women and Minorities In Physics that contains contact, educational and employment information for several hundred women and minority physicists. Roster can be searched by submitting a roster search request.
\$100 per candidate search
- American Assoc. of University Women www.aauw.org/who-we-are/jobs
\$3 per word for 90 days
- Assoc. for Women Geoscientists www.awg.org
\$75 for 30 days or advertise in bi-weekly news bulletin; \$75 for access to JobWeb; \$125 for both
- Assoc. for Women in Mathematics www.awm-math.org/career.html
Online classified ads - \$175 for 60 days; Online job link ads- \$117 for 60 days
- Assoc. for Women in Science www.awis.associationcareernetwork.com
\$300 for 30 days; \$575 for 60 days; \$850 for 90 days [NOTE: There seem to be quite a few postings for higher ed jobs on this website.]
- Assoc. of Women Soil Scientists www.womeninsoils.org
No cost. E-mail bassoons@paulbunyan.net with text
- Committee on Advancement of Women in Chemistry <http://coach.uoregon.edu/>
No cost. E-mail job posting to coach@uoregon.edu [NOTE: Membership list does not appear to be very large.]
- Forte Foundation www.fortefoundation.org
website dedicated to encouraging women to pursue MBA degrees; no cost to post jobs; fee for searching the resume database
- Society of Women Engineers www.careers.swe.org/
\$199 for 30 days; \$299 for 60 days
- Women in Higher Education www.wihe.com
\$210 for 30 days or advertise in monthly magazine



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AFRICAN-AMERICANS

- Assoc. of Black Psychologists www.careercenter.abpsi.org
\$250 for 30 days; \$350 for 60 days [NOTE: There seem to be quite a few postings for higher ed jobs.]
- Blacks In Higher Education www.blacksinhighered.com
\$125 for 30 days; \$1,750 for one year unlimited postings
- Diverse: Issues in Higher Education www.diversejobs.net
Jobsite of Diverse: Issues in Higher Education, the flagship publication of a leading publisher of higher education news
\$275 for 30 days; \$450 for 60 days; \$565 for 90 days
- HBCU Connect.com www.hbcuconnect.com/cgi-bin/jobs/postjob.cgi
website for current students and alumni of Historically Black Colleges and Universities
contact for online pricing form
- The Journal of Blacks in Higher Education www.jbhe.com/advertise/
\$195 for 500 words or less; \$245 for 501-750 words; \$295 for 751-1000 words; all ads will run for 60 days
- Nat'l Assoc. of Black Geologists and Geophysicists www.nabggcareers.blogspot.com/
No cost. [NOTE: Site does not appear to be used much.]
- Nat'l Assoc. of Black Journalists www.careerservices.nabj.org/employers
\$150 for a single posting; \$500 for unlimited monthly postings
- Nat'l Assoc. of Black Social Workers www.nabsw.org
\$225 for 30 days; \$325 for 60 days
- Nat'l Org. for the Professional Advancement of Black Chemists and Black Engineers www.nobcche.org/career-center
\$250 for 30-day job posting
- Nat'l Society of Black Engineers www.careers.nsbe.org
\$250 for single job posting
- Nat'l Society of Black Physicists [www.nsbp.org/post job/](http://www.nsbp.org/post_job/)
\$350 for 30 days; \$600 for 60 days



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HISPANICS

American Assoc. of Hispanics in Higher Education www.aahhe.org/Jobs/jobs.aspx
at no *cost*, institutional members can post open faculty positions

Association of Latino Professionals in Financing and Accounting (ALPFA)
<http://alpfa.ihispano.com/user/register/company>
\$250 for 60-day posting; \$300 for 60-day posting and resume access

Hispanic Assoc. of Colleges and Universities www.hacu.net
for members, \$100 for 30 days to post a job and \$100 for access to resume database

Hispanics in Higher Ed www.hispanicsinhighered.com
\$125 for 30 days

Hispanic Outlook in Higher Education www.wdhstore.com/hispanic/listing/index.htm
\$195 for 4 weeks online

Latinos in Higher Ed www.latinosinhighered.com
\$175 for 90 days

Nat'l Assoc. of Hispanic Journalists www.nahjcareercenter.com
\$150 for 60 days

Nat'l Assoc. of Puerto Rican/Hispanic Social Workers www.naprhsw.org
\$45 a month for up to 100 words; \$90 a month for 100 – 200 words; \$135 a month for 200 – 300 words

Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)
www.sacnas.org/institutions/advertising/web-ads
\$150 for 7 days; \$300 for 30 days; \$500 for 60 days [NOTE: Site appears to be very active, with many postings for higher ed jobs.]

Society of Hispanic Professional Engineers www.national.shpe.org
\$275 for 60 days

NATIVE AMERICANS

American Indian Science & Engineering Society www.aises.net/aises_careers/HomePage.cfm
purchase a Job Posting Package to post job openings



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www.sacnas.org/institutions/advertising/web-ads

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Native American Jobs

www.nativeamericanjobs.com

\$125 for 30 days; \$175 for 60 days; \$225 for 90 days

Tribal College Journal of American Indian Higher Education

www.tribalcollegejournal.org

\$150 for 30 days; \$220 for 60 days; \$285 for 90 days

OTHER RESOURCES

Diversifying Higher Education Faculty in Illinois, October 2013 Directory of Current and Future Graduates

www.ibhe.state.il.us/DFI/download/DOG2013.pdf

List of recent degree recipients and future degree recipients compiled by the Diversifying Higher Education Faculty in Illinois Program (DFI). Directory is organized by field of study.