

## Appendix 10 Resources for Recruitment: Workshops, Publications, Organizations & Websites

Be aware that most fields have resources—listservs, email groups, etc.—that can help you identify or reach qualified women and underrepresented minority candidates. Either seek these out on your own, or request assistance from Office of Academic Diversity at Lehigh University and/or our [advance@lehigh.edu](mailto:advance@lehigh.edu) in identifying them. Some fairly broad listings are included here.

### HigherEd Jobs

<http://www.higheredjobs.com> Posts positions online and advertises itself in a wide range of diverse journals. E-mails faculty monthly with job openings in their field, and lists over 10,000 faculty and administrative positions on the site.

**Diverse Jobs (From Diverse Issues in Higher Education)** <http://diversejobs.net/> A leading journal for recruiting diverse faculty members, with both print and online advertising.

**The Journal of Blacks in Higher Education (JBHE)** <http://www.jbhe.com> Includes an —employment zone where search committees may post job ads.

“Guidelines for Recruiting a Diverse Workforce” Penn State University. Available online: <http://www.psu.edu/dept/aaoffice/pdf/guidelines.pdf>

“Faculty Recruitment Toolkit” (2001) University of Washington. Available online: [http://www.engr.washington.edu/advance/resources/FacultyRecruitmentToolkit\\_20080205.pdf](http://www.engr.washington.edu/advance/resources/FacultyRecruitmentToolkit_20080205.pdf)

“Recruitment and Selection of Faculty and Academic Professional and Administrative Employees. Appendix A: Recruiting a Diverse Qualified Pool of Applicants” University of Minnesota. Available online: [http://policy.umn.edu/groups/hr/documents/appendix/recruitfacpa\\_appa.pdf](http://policy.umn.edu/groups/hr/documents/appendix/recruitfacpa_appa.pdf)

“Massachusetts Institute of Technology Faculty Search Committee Handbook” (2002). Available online as pdf document: <http://web.mit.edu/faculty/reports/FacultySearch.pdf>

“Search Committee Toolkit” University of California at Los Angeles. Available Online: <http://faculty.diversity.ucla.edu/search/searchtoolkit/docs/SearchToolkit071008.pdf>

“Faculty Search Committee Guidelines” Case Western Reserve University. Available Online as pdf document: <http://www.case.edu/president/aaction/Faculty%20Search%20Guide.pdf>

“Recruitment and Retention: Guidelines for Chairs” (updated 2007) Hunter College, CUNY. Available online as pdf document: <http://www.hunter.cuny.edu/genderequity/equityMaterials/Jan2007/recruitretain.107.pdf>

“Leap Recruiting Faculty Brochure” University of Colorado, Boulder. Available online as pdf document: [http://www.colorado.edu/facultyaffairs/leap/downloads/leap\\_recruiting.pdf](http://www.colorado.edu/facultyaffairs/leap/downloads/leap_recruiting.pdf)

### General Resources for Faculty Searches

**Diversity Search** <http://www.diversitysearch.com> Career development and job search site, with searchable database with extensive links. Diversity Search may be useful for posting some types of faculty positions.

**NCOURAGES (National Coalition of Underrepresented Racial and Ethnic Advocacy Groups in Engineering and Science)** <http://www.ncourages.org> Focuses individual efforts and activities for the purpose of increasing the racial and ethnic diversity of the nation's science and engineering workforce.

**WorkplaceDiversity.com** <http://www.workplacediversity.com> WorkplaceDiversity.com is a career website for corporate and executive recruiters who want to reach experienced, high caliber diversity candidates.

**Top 100 Graduate Degree Producers** <http://diverseeducation.com/top100/> This listing, by school and categorized by area of specialization, is useful for finding diverse candidates with graduate degrees.

## Appendix 10 Resources for Recruitment: Workshops, Publications, Organizations & Websites *(continued)*

### Women Faculty & Institutions

*(See College & University Address Lists on page 37)*

**Advancing Women in Higher Education (NAWE)** <http://www.ntlf.com/html/lib/assoc/nawe.htm> NAWE membership includes administrators, faculty, staff and students from all sectors, plus women working in associations, businesses and government agencies related to education.

**Association for Women in Science (AWIS)** <http://www.awis.org/> The Association for Women in Science (AWIS) was founded to expand educational and employment opportunities for women in sciences. The organization has over 5,000 members. About 60% of members hold PhD's and an additional 20% have master's degrees. Their national publication is circulated to all members as well as 60 libraries across the country.

**Women in Technology International (WITI)** <http://www.witi.com/> WITI provides women in technology inspiration, education, conferences, online services, publications and an exceptional worldwide network of resources. WITI is the first and only international organization solely dedicated to advancing women through technology.

**Women in Higher Education (WIHE)** <http://wihe.com> Advertises job listings either in print or online.

**Society of Women Engineers (SWE)** <http://societyofwomenengineers.swe.org/> The Society of Women Engineers' bimonthly magazine publishes openings for faculty positions in higher education as well in a variety of industries. The Society maintains a mailing list for electronic job postings. Individual members, as well as companies, are encouraged to post their available jobs. The service is free.

**Association of American Medical Colleges, Group on Women in Medicine and Science (GWIMS)** <http://www.aamc.org/members/gwims/> Founded in 1876 and based in Washington, D.C., the Association of American Medical Colleges (AAMC) is a not-for-profit association representing all 136 accredited U.S. and 17 accredited Canadian medical schools. The mission of the GWIMS is to advance the full and successful participation of women in all roles within academic medicine, and to provide a venue for women to participate in advancing the AAMC mission to improve the nation's health.

**American Medical Women's Association (AMWA)** <http://www.amwa-doc.org> The American Medical Women's Association is an organization which functions at the local, national, and international level to advance women in medicine and improve women's health.

**American Bar Association (ABA), Commission on Women in the Profession** <http://www.abanet.org/women/> As the national voice for women lawyers, the ABA Commission on Women in the Profession forges a new and better profession that ensures that women have equal opportunities for professional growth and advancement commensurate with their male counterparts.

### Historically Black Colleges, Universities, & Faculty

*(See College & University Address Lists on page 40)*

**Diverse Issues in Higher Education** <http://www.diverseeducation.com/> A news magazine dedicated exclusively to minority issues in higher education. Published biweekly, Diverse Issues in Higher Education provides in-depth coverage of relevant and timely educational concerns to its approximately 200,000 readers. Diverse publishes a special report each year that features its annual ranking of the top 100 institutions that confer the largest number of degrees to students of color in the United States. The report is broken down by undergraduate, graduate, and professional degrees.

**National Black MBA Association, Inc. (NBMBAA)** <http://www.nbmbaa.org/index.aspx?pageID=797> This is a non-profit organization of minority MBAs, business professionals, business students and entrepreneurs in both the private and public sectors throughout the country. Members share a commitment to education and business. Advertisements will be electronically posted, and listings are sent to all chapters for distribution to members.

## Appendix 10 Resources for Recruitment: Workshops, Publications, Organizations & Websites *(continued)*

**National Society of Black Engineers (NSBE)** <http://www.nsbe.org/> With more than 29,900 members, this society is the largest student-managed organization in the country. The NSBE's mission is to increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community. The organization stimulates and develops student interest in the various engineering disciplines and to encourages and advises minority youth in their pursuit of an engineering career.

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### Asian Faculty

**National Association of Asian American Professionals (NAAAP)** <http://www.naaap.org/> The NAAAP vision provides a broad range of Asian American professional and educational services that meet the needs of individuals, corporations and government.

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### Faculty with Disabilities

**American Association of People with Disabilities (AAPD)** <http://www.aapd.com/> AAPD is the largest nonprofit, nonpartisan, cross-disability organization in the U.S. Among the organization's purposes are furthering the productivity, independence, full citizenship, and total integration of people with disabilities into all aspects of society. AAPD publishes a quarterly newsletter.

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### Lesbian, Gay, Bisexual & Transgendered Faculty

**Equality Forum** <http://www.equalityforum.com/> Based in Philadelphia, Equality Forum is a nonprofit organization whose mission is to advance national and international lesbian, gay, bisexual and transgender (LGBT) civil rights through education.

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### Native American Faculty

**National Congress of American Indians (NCAI)** <http://www.ncai.org/> The National Congress of American Indians is the oldest and largest tribal government organization in the United States. NCAI serves as a forum for consensus-based policy development among its membership of over 250 tribal governments from every region of the country. Contains a tribal directory with leadership and locations.

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### Hispanic-Serving Institutions (HSI) & Faculty

*(See College & University Address Lists on page 46)*

**Hispanic Outlook in Higher Education** <http://www.hispanicoutlook.com/> This is the sole Hispanic journal on today's college campuses that reaches a broad cultural audience of educators, administrators, students, student services and community based organizations, plus corporations. Hispanic Outlook's readership is primarily composed of progressive decision-makers in academia and in public and private sectors.

The WISE Directories publishes free annual listings of women and minority Ph.D. recipients, downloadable as pdf documents. <http://www.cic.net/Home/Students/DoctoralDirectory/Introduction.aspx>

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### The Minority & Women Doctoral Directory

*(See Women & Minority Doctoral Directory on page 52)*

The PHD Project is an alliance of foundations, corporations, universities, and professional and academic organizations dedicated to increasing minority representation in the business world. The organization's expansive network of support helps African-Americans, Hispanic-Americans and Native Americans attain their business Ph.D., become business school professors and serve as role models to attract the next generation of minority business leaders. Lehigh University is a member of the organization. For more information, visit <http://www.phdproject.org>

National Science Foundation Survey of Earned Doctorates is published yearly. While it does not list individual doctorate recipients, it is a good resource for determining how big the pool of new women and minority scholars will be in various fields. [www.nsf.gov/statistics/srvydoctorates/](http://www.nsf.gov/statistics/srvydoctorates/)

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Ford Foundation Fellows is an online directory of minority Ph.D.s in all fields, administered by the National Research Council (NRC). The directory contains information on Ford Foundation Postdoctoral fellowship recipients awarded since 1980 and Ford Foundation Pre-doctoral and dissertation fellowship recipients awarded since 1986. This database does not include Ford Fellows whose fellowships were administered by an institution or agency other than the NRC.

<http://nrc58.nas.edu/FordFellowDirect/Main/Directory.aspx>

Mellon Minority Undergraduate Fellowship Program provides an online list of minority Ph.D.s and their dissertation, book and article titles in all fields. <http://www.mmuf.org/> (select Fellows Update from the menu bar on the main page)

The Faculty for The Future Project is administered by WEPAN (The Women in Engineering Program and Advocates Network), and offers a free forum for students to post resumes and search for positions and for employers to post positions and search for candidates. The website focuses on linking women and underrepresented minority candidates from engineering, science, and business with faculty and research positions at universities. <http://www.engr.psu.edu/fff/>

IMDiversity.com is dedicated to providing career and self-development information to all minorities, specifically African Americans, Asian Americans, Hispanic Americans, Native Americans and women. It maintains a large database of available jobs, candidate resumes and information on workplace diversity. <http://www.imdiversity.com/>

Nemnet is a national minority recruitment firm committed to helping schools and organizations in the identification and recruitment of minority candidates. Since 1994 it has worked with over 200 schools, colleges and universities and organizations. It posts academic jobs on its website and gathers vitas from students and professionals of color. <http://www.nemnet.com>

HBCU Connect.com Career Center is a job posting and recruitment site specifically for students and alumni of historically black colleges and universities. <http://jobs.hbcuconnect.com/>

Society of Women Engineers maintains an online career fair. <http://www.swe.org>

Association for Women in Science maintains a job listings page. <http://www.awis.org>

American Indian Science & Engineering Society maintains a job listings page (and a resume database available to Career Fair exhibitors). <http://www.aises.org>

American Indian Graduate Center hosts a professional organization, fellowship and postdoctoral listings, and a magazine in which job postings can be advertised. <http://www.aigcs.org>

National Society of Black Engineers <http://www.nsbe.org>

Society of Hispanic Professional Engineers <http://www.shpe.org>

American Physical Society Education and Outreach department maintains a roster of women and minorities in physics. It contains the names and qualifications of over 3100 women and 900 minority physicists. The Roster serves as the mailing list for The Gazette, the newsletter of the APS Committee on the Status of Women in Physics (CSWP), and is widely used by prospective employers to identify women and minority physicists for job openings. <http://www.aps.org/programs/roster/index.cfm>

Faculty Diversity Office page at Case Western Reserve University provides links to many specific professional organizations and diversity resources for faculty searches. <http://www.case.edu/president/aaction/diverse.html>

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