

### 3.4 Faculty Recruitment Documents

#### Recruitment Summary Form – for School Psychology Search, Fall 2019

All recruitment efforts must be documented and submitted with the On-Campus Visit Form. Committees are required to provide a detailed account of recruiting and outreach activities, especially with regard to recruiting a diverse candidate pool. This must include detailed phone and email logs. In addition, it is important that committees develop non-traditional approaches, including recruiting faculty who may not be currently looking for positions.

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1. Please provide a detailed narrative of multiple recruiting strategies the committee used to ensure that the vacancy announcement was brought to the attention of diverse candidates (*e.g.*, direct calls to graduate programs and potential candidates; direct emails to program coordinators; documented use of Vitae or Linked-in, etc.); the use of professional networks within the department/college to attract a qualified and diverse pool of candidates.

We tried the following multiple recruiting strategies:

- Professional listserv (the main strategy)
  - Social media: *e.g.*, Facebook
  - Professional association listserv
  - Direct emails to program directors
2. Please provide a detailed log of actions taken which provide evidence of interactive contacts, such as phone calls and face-to-face conversations. The list must include your contacts in evidence of outreach to faculty colleagues at Minority Serving Institutions for the purpose of identifying current and former students with great promise or those who have achieved further success in the field, including entrance into doctoral programs and university positions. Therefore, your MSI contacts should also include masters level institutions that offer programs in the disciplines or fields affiliated with the search. In addition, the committee must develop a list of preparation programs in your field or discipline with high proportions of underrepresented students for the purposes of recruiting and must document efforts related to contacting these programs.

Date	Type	Source
9/11/2019	Listserv	American Psychological Association Division 7 (Developmental Psychology) listserv
9/16/2019	Listserv	School Psychologist Trainers Association
9/16/2019	Listserv	Council of Graduate Departments of Psychology
9/17/2019	Listserv	Council of Directors of School Psychology Programs
9/17/2019	Listserv	National Association of School Psychologists (NASP) Graduate Educators Community
9/18/2019	Emails	American Psychological Association (APA) accredited school psychology doctoral program directors in Minority Serving Institutes
9/23/2019	Online group	NASP Member Exchange
9/23/2019	Online group	NASP Asian Pacific Islander American Interest group
9/23/2019	Online	NASP African American Interest group

	group	
9/23/2019	Online group	NASP Latinx American Interest group
9/23/2019	Online group	NASP Native American Interest group
9/23/2019	Online group	NASP Bilingual School Psychologist Interest group
9/26/2019	Newsletter	APA Division 16 School Psychology newsletter

3. Please provide additional documentation of outreach such as recruitment at professional meetings and conferences. Contacts should be described in detail.

None (due to time constraints. The professional conference/meeting is next spring or summer.)

4. A list of any additional advertising you pursued beyond the standard and centralized advertising provided by Faculty Affairs.

In addition to the general efforts by Academic Affairs, we used the following different discipline strategies specifically:

- Trainers of School Psychology Association listserv
- American Psychological Association Division 16: School Psychology listserv and newsletter
- Council of Directors of School Psychology Programs listserv
- Council of Graduate Departments of psychology listserv
- American Psychological Association Division 7 (Developmental Psychology) listserv
- National Association of School Psychologists
  - Graduate Educator Community online platform
  - NASP Member Exchange
  - African American Interest Group online platform
  - Latinx American Interest Group online platform
  - Asian Pacific Islander American Interest Group online platform
  - Native American Interest Group online platform
  - Bilingual American Interest Group online platform
- As we require the candidate is from an APA accredited doctoral program, I identified the APA accredited school psychology doctoral program in minority serving institutions by using the list of APA accredited school psychology program list and matching to the list of minorities serving institution list. Then I sent an email to the director/coordinator of all the identified programs to inform them of our job vacancy and ask them to spread the word.

5. Please describe your efforts to keep applicants informed regarding the process of the search (emails, calls, letters, etc.)

We posted the announcement in multiple sources using multiple methods such as direct emails and listserv.