

MEMORANDUM

TO: Deans and Department Chairs
FROM: Lynn Hollen Lees
CC: Lubna Mian; Affirmative Action Officers, Diversity Search Advisors, PSCS Deans
RE: Faculty Search Resources
DATE: January 12, 2012

As you plan your searches for faculty appointments, you should consider using the following resources for publicizing available openings at Penn. For some time now, the University has purchased access to Inside Higher Ed and the Pennsylvania- New Jersey- Delaware Higher Education Recruitment Consortium ("HERC") on behalf of Penn departments and Schools. (Posting to the Penn faculty jobs website permits automatic export to these sites).

This year, the University has also purchased a one-year pilot of four additional publications: The Hispanic Outlook in Higher Education, The Journal of Blacks in Higher Education, Women in Academia, and Diverse: Issues in Higher Education, as well as job posting capability through the Association of Women in Science. Diverse Issues in Higher Education will be available through an automatic export, as are Inside Higher Ed and HERC.

The Hispanic Outlook in Higher Education: Job postings can be emailed to Cyndy Mitchell in Word format at

cyndy.mitchell@hispanicoutlook.com. Please mention the Penn package when placing your ad.

The Journal of Blacks in Higher Education and/or Women in Academia: Job postings can be emailed to Conor McDonough in Word format at ads@jbhe.com.

Please mention the Penn package when placing your ad.

Association of Women in Science: Jobs may be posted on their website for \$300/month. The Provost's Office will subsidize half the cost for interested departments. AWIS offers a 10% Institutional Partner discount on Job Bank posts. It is the responsibility of the institute to request and verify the discount/bonus as instructed below before submitting payment.

Discount Instructions:

To ensure that the poster receives the discount, they are instructed to follow these steps:

1. Access the AWIS Job Board page at <http://awis.org/postajob>
2. Click the "Submit Job for Listing" link
3. Fill out the required information on the Add Job Listing page (contact name, phone, and email, post until date, category, job title, and job description)
4. Make sure that the contact information given is the information that would be used to contact the source of the payment for the posting.
5. After this information is entered, click "Add Job Listing" and exit the page without entering additional payment information.
6. AWIS will receive notification of the post and make contact using the provided information, make any necessary changes to the posting and making sure that the payment received includes the agreed upon Institutional Partner discount of 10%.

7. If contact by AWIS is not made within 24 hours of the attempted post, or you have any questions, please contact hackerson@awis.org.

In addition to these resources, jobs can be advertised through the Ford Foundation Fellowship office by sending position announcements to Barbara Kneebon at bkneebon@nas.edu or Chris O'Brien at cobrien@nas.edu. (There is no charge for this posting.) Information about the Ford Foundation Fellowships program is available at: <http://sites.nationalacademies.org/PGA/FordFellowships/index.htm>

Finally, we recommend this resource list available on the HERC website, including many discipline-specific organizations: http://www.njepadeherc.org/site/685/res_diversity.cfm?site_id=685

We hope that these resources will make it easier to broaden candidate pools, and to attract the most excellent and diverse faculty possible.