RECRUITMENT PLAN

Memorandum

To: April Tucker, Director, Affirmative Action, Compliance & Diversity
From: ______________________
Date: ______________________
Re: (Position)

Below please find the recruitment plan for the position of _______________ in the department/division of _____________________. The anticipated starting date is ____________.

The Advertisement for the position will be sent to numerous recruitment sources, including the following newspapers and journals:

New York Times *(indicate specific section)*
Chronicle of Higher Education
Diverse
Hispanic Outlook

Letters including the advertisement will be sent to Department chairpeople at:

New York University
Columbia University
CUNY Graduate Center
Yale University, Graduate Studies
Howard University
Hofstra University
Adelphi University
SUNY Stony Brook
Rutgers University
Virginia State University

Additionally, it will be sent to the following organizations:

Asian American Federation of New York
Organization of Pan Asian American Women
NAACP (national headquarters)
National Coalition of 100 Black Women
Hispanic Association of Colleges and Universities
Additionally, the PVN will be posted on the CUNY and LaGuardia Web Page and on the Jobs Hotline.