RECRUITMENT RESOURCE GUIDE

Faculty and Professional Employees

BINGHAMTON UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Office of Diversity, Equity and Inclusion

www.binghamton.edu/odei

Message from Binghamton University's Chief Diversity Officer

Greetings University Faculty and Staff:

The mission of the Office of Diversity, Equity, and Inclusion is to advance Binghamton University's teaching, research and service mission and commitment to excellence by working collaboratively throughout the institution with faculty, staff and students to promote a campus climate that values diversity, equity and inclusion, and is free of bias and harassment.

We are in a new and exciting phase at Binghamton University as we continue to work towards making the university a premier, diverse, and inclusive institution. Recruitment is an important tool in ensuring we fulfill this goal. The aim of this guide is to assist staff in making those connections.

We hope that you will find our office as an important partner in supporting your efforts.

Warmly,

Chief Diversity Officer

Table of Contents

Overview of Recruitment Policy. 4

Recruitment Links 6

Recruitment Links by Discipline/Department 8

Accessing Hiring Forms and Documents 19

Frequently Asked Questions 20

ODEI Contact Information 22

Overview of Recruitment Policy

This procedure has been developed to support Binghamton University's commitment to Equal Employment Opportunity/Affirmative Action and to ensure compliance with State and Federal requirements.

Overview of Recruitment Policy

1. Every administrative/academic officer and search committee must make an active and thorough effort to recruit for each faculty and professional employee position, whether full or part-time and regardless of source of funding, members of underrepresented groups, women, veterans and persons with disabilities. Exceptions to this general philosophy must be approved by the Office of Diversity, Equity and Inclusion (ODEI) on campus.

2. This effort will be viewed as an important factor in determining the acceptability of a position recommendation. Affirmative Action efforts augment, rather than replace, previous recruiting procedures. The recommendation and the appointment are to be made on the basis of qualifications for the position, and it is considered proper to redefine eligibility criteria to broaden the base of the talent pool to include special experience, training, and education not normally considered when such factors are important characteristics of eligibility for the position. Such consideration must be applied equally to all candidates for a position.

3. Special attention to the identification, recruitment, and selection of underrepresented groups, women, veterans and persons with disabilities is consistent with state and federal law, orders and regulations, and the policy adopted by the State University of New York Board of Trustees. No person is to be accepted or rejected solely on the basis of sex, minority group membership, disability, or sexual orientation.

Recruitment Plan **prior to recruitment season**

Each Vice President is responsible for creating a recruitment. For faculty recruitment the department will complete the plan A recruitment plan consists of the number of positions, titles to be filled in the respective academic year, and a description of the types of recruitment activities planned. Upon completion, recruitment plans should be sent to the ODEI. ODEI can provide advice and resources to assist with implementation of the Divisional Hiring Plan.

For faculty: each spring semester the Executive Vice President for Academic Affairs and Provost sends out a notification soliciting requests for faculty recruitment for the following year. The form to complete those requests is under the highlights section at http://binghamton.edu/academics/provost

Recruitment Process

1. Each individual completing recruitment plans is responsible for contacting the Chief Diversity Officer who may advise the division in developing general procedures that will ensure the most efficient distribution of information about available positions to underrepresented groups, women, veterans and persons with disabilities, in order to encourage applications from these sources.

2. Position qualifications should be reviewed carefully to assure that the description does not in itself discriminate against the selection of applicants from underrepresented groups, women, veterans and persons with disabilities.

3. Upon completion of recruitment plans, Part I: Notice of Vacancy and Recruitment Plan should be completed and sent through channels for search plans. It is important to assure that lines are available and funded prior to initiating any searches - this can be confirmed with your department or through the Human Resources Office.

4. Whenever possible, underrepresented groups, women, veterans and persons with disabilities should be included on search committees even if it is necessary to go outside the hiring unit or division to ensure the participation of such individuals.

5. Hiring Forms from ODEI are available in the Human Resources Office and online at http://binghamton.edu/odei

6. All correspondence and advertising are to include the abbreviated Affirmative Action statement: **"Binghamton University is an equal opportunity/affirmative action employer"**. All recruiting sources are to be informed of Binghamton's adherence to Affirmative Action policies by the person who initiates the contact.

7. A list of specific sources of candidates from underrepresented groups, women, veterans and persons with disabilities should be compiled by the individual unit offices with the assistance of ODEI. Some forums to be considered are national organizations that have been formed to establish talent pools of underrepresented groups and women, professional organizations' specialized employment agencies, women's colleges, colleges with high underrepresented group enrollment, underrepresented group and women scholars in other institutions, and newspapers with high readership by members of underrepresented groups and women, and professional websites.

8. Unless evidence is documented that extraordinary efforts to recruit them have been made and have failed, the group of applicants considered should include qualified underrepresented groups, women, veterans and persons with disabilities.

9. There are limited conditions under which a person may be recommended for a position without widespread recruitment efforts:

- **a.** Under the Internal Promotion procedure for Professional UUP Employees, the University will give initial consideration in promotion to its professional employees for vacancies in titles as designated. In other tiers, other eligible BU employees will also be considered for promotional opportunities. The Office of Human Resources has full information about this Plan and a copy can be viewed from the Human Resources website. It should be noted that requests to waive conditions of the internal promotion plan or external searches will normally not be granted by the ODEI for professional positions within the unit represented by UUP unless a substantive case can be made for this action.
- **b.** Other cases for less widespread recruitment efforts may be justified when in the spirit of workforce succession programs, a qualified individual may be promoted from within the

organization, when time is of the essence, when campus operations would suffer as the result of an interim appointment, or when a person is available who is uniquely qualified for the position. By their very nature, such cases are rare, and their acceptability is measured not only against the urgency of that particular appointment, but also against overall efforts to use members of underrepresented groups, women, veterans and per sons with disabilities in the unit which has recommended appointment. Documentation of the special circumstances must be made, and, as in all other cases, the Chief Diversity Officer must approve the ODEI Hiring Form attached to such documentation.

10. Part IIa: Pre-Screening/Remote Inquiry Approval and Part IIb: Pre-Screening/Approval for Interviews of the ODEI hiring forms must be filed and approved by the Office of Diversity, Equity and Inclusion prior to any interviewing.

11. The final filing of the ODEI Hiring Forms, Part III: Recommendation of Finalist, must be completed and approved by the Office of Diversity, Equity and Inclusion prior to any hiring offer being extended to a candidate. The Office of Diversity, Equity and Inclusion will keep a copy as will the department responsible for the search.

****Other methods to consider to assist with recruitment are sending letters through institutional disciplines/networks. ****

Recruitment Links

***= Free $=Cost G=Graystone Affiliate (provides assistance with advertising)**

Academic Diversity Search http://www.academicdiversitysearch.com | $, G
Academic Employment Network http://academploy.com | $
Affirmative Action Register http://www.aar-eeo.com | $, G
African American Career World http://www.eop.com | $, G
AlterNative Voices http://www.alternativevoices.org | * (radio)
American Indian Report http://www.americanindianreport.com/ | $, G
American Indian Graduate Center http://www.aigcs.org | *
American Indian Higher Education Consortium (AIHEC) http://aihec.org | *
Asian Week http://www.asianweek.com | $, G
Binghamton University Dateline http://www.binghamton.edu/inside/index.php/news-briefs | *
Binghamton University Human Resource http://www2.binghamton.edu/human-resources | *
Binghamton University Interview Exchange https://binghamton.interviewexchange.com | *
Binghamton Press & Sun-Bulletin http://www.pressconnects.com | $
Black Perspective http://www.blackperspective.com | $, G
Black Career Women Online https://bcwnetwork.com | *
Careers and the Disabled http://www.eop.com/mags-EO.php | $, G
Committee on Institutional Cooperation http://www.cic.net/Home.aspx | *
Council of HBCU Graduate Schools http://www.chbgs.org | $
Diverse Issues in Higher Education http://www.diverseeducation.com | $, G
Diversity Directory http://www.mindexchange.com | $
Diversity Expo http://www.diversityexpo.com | $
Diversity Search http://www.diversitysearch.com | $

Diversity Web http://www.diversityweb.org | $
DiversityJobFairs.com http://www.diversityjobfairs.com | *
Equal Opportunity Publications, Inc. http://www.eop.com | $
Ford Foundation Fellowship Program
http://sites.nationalacademies.org/pga/fordfellowships | *
GoldSea - Asian American Daily http://www.goldsea.com | $
HBCU CONNECT http://www.hbcuconnect.com | $, G
Higher Ed Jobs Online http://www.higheredjobs.com
The Higher Education Recruitment Consortium (HERC) http://www.hercjobs.org | $
Hire Diversity http://www.hirediversity.com | $
Hispanic Association of Colleges & Universities http://www.hacu.net | $, G
Hispanic Career World http://www.eop.com/mags-HCW-recruiting.php | $, G
Hispanic Outlook in Higher Ed http://www.hispanicoutlook.com | $, G
Hispanic Professional Network http://www.hispanicportal.org | $, G
Hispanic Today http://www.hispanic-today.com | $, G
Historically Black Colleges and Universities http://www.edonline.com/cq/hbcu | $
IM Diversity http://www.imdiversity.com | $
Inside Higher Education http://www.insidehighered.com | $
Insight into Diversity http://www.aar-eeo.com | $
Ithaca Journal http://www.ithacajournal.com | $
Journal of Blacks in Higher Education http://www.jbhe.com | $, G
Journal of Black Studies & Research http://www.theblackscholar.org | $, G
Levo League http://levoleague.com | *
National Alliance of Black School Educators http://www.nabse.org | $, G
National Association for Equal Opportunity in Higher Education (NAFEO) http://www.nafeo.org/community/index.php | *
National Minority Faculty Identification Program https://www.theregistry.ttu.edu/
NationJob Education Jobs Page http://www.nationjob.com/education
Native American Jobs http://www.nativeamericanjobs.com | $, G
Native American Times http://www.nativetimes.com | $
Native Jobs http://www.nativejobs.com
Navajo Times http://www.navajotimes.com | $, G
New York Council of Urban Professionals http://nycup.org | *
New York State's Job Bank http://www.americasjobexchange.com/ny
New York State Dept. of Labor http://www.jobbankinfo.org/
PSI Job Fair http://www.psijobfair.com
Southern Regional Education Board http://www.sreb.org | *
Syracuse Post Standard http://www.syracuse.com/poststandard
The Black Collegian Online http://www.black-collegian.com | $, G
The Black E.O.E. Journal http://www.blackeoejournal.com
The Chronicle of Higher Education http://chronicle.com
The Faculty Resource Network at New York University http://www.nyu.edu/frn | $
The Multicultural Advantage Job Posting http://www.multiculturaladvantage.com/default.asp|$
University Jobs http://www.universityjobs.com
Wilkes-Barre Scranton Times Leader http://www.timesleader.com
Women for Hire http://www.womenforhire.com
Women in Higher Education http:// www.wihe.com

Workplace Diversity http://www.workplacediversity.com | $

Recruitment Links by Discipline/Department

AFRICANA STUDIES

Academic Keys for Humanities Online http://www.academickeys.com
African Studies Association Newsletter http://www.africanstudies.org
ASWAD (Association for the Study of Worldwide African Diaspora) http://www.aswadiaspora.org/jobs.html
H-Net Humanities and Social Sciences https://www.h-net.org/jobs
Liberal Arts Faculty Jobs http://liberalartsfacultyjobs.com
Journal of Blacks in Higher Education (JBHE) http://www.jbhe.com
National Council for Black Studies http://www.ncbsonline.org

ALUMNI

All the Various Alumni Facebook pages I *
All the Various Alumni Association professional LinkedIn groups I *
SUNY/CUAD listserv http://www.sunycuad.org
Alumni Connect (Alumni Association's monthly electronic newsletter) http://binghamton.edu/alumni/news/alumni-connect | *

ANTHROPOLOGY

American Anthropology Association- http://www.aaanet.org
Anthropology News http://www.anthropology-news.org
American Association of Physical Anthropology http://physanth.org
American Academy of Forensic Sciences http://www.aafs.org
Society for American Archaeology http://www.saa.org
Bioarchaeology and Forensic Anthropology Association http://www.isas.illinois.edu/news/isas_barfaa.shtml
British Association for Biological Anthropology and Osteoarchaeology http://www.babao.org.uk
Canadian Association of Physical Anthropology http://capa.fenali.net
European Society for the Study of Human Evolution http://www.eshe.eu

ASIAN and ASIAN AMERICAN STUDIES

Association for Asian American Studies http:// www.aaastudies.org/aaas/index.html
American Studies Association http://www.theasa.net
American Association of Teachers of Japanese http://www.aatj.org

AUXILIARY SERVICES

National Association of College Auxiliary Services http://www.nacas.org

BIOENGINEERING DEPT

Annals of Biomedical Engineering http://bmes/org/annals
Association of Women in Science http://www.awis.org | $, G
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G

BIOLOGY

Alliance for Graduate Education and the Professoriate Program (AGEP) http://www.nsfagep.org | *
American Indian Science and Engineering Society http://www.aises.org
American Society for Biochemistry and Molecular Biology http://www.asbmb.org
Association of Women in Science http://www.awis.org | $, G
HBCU's with Advanced Degrees in Biology http://www.edonline.com/cq/hbcu
PhD Project Ronald E. McNair Postbaccalaureate Achievement Program http://mcnairscholars.com | *
Society for Advancement of Native Americans & Chicanos in Science http://www.sacnas.org
The American Society for Cell Biology http://www.ascb.org
The GEM Consortium http://www.gemfellowship.org
Science Careers in print (internationally) and online www.jobs.sciencecareers.org

BUSINESS ADMINISTRATION

American Assembly of Collegiate Schools of Business http://www.aacsb.edu
American Marketing Association http://www.ama.org
American Society of Women Accountants http://www.aswa.org | $, G
Association of Latino Professionals in Finance and Accounting http://www.alpfa.org
Consortium for Graduate Study in Management http://www.cgsm.org
HBCU's with Advanced Degrees in Business http://www.edonline.com/cq/hbcu

BUSINESS ADMINISTRATION

Hispanic Business http://www.hispanicbusiness.com | $, G
Indiana University Kelley School of Business http://www.kelley.iu.edu
Minority Business Entrepreneur http://www.mbemag.com | $, G
National Association of Black Accountants, Inc http://www.nabainc.org | $, G
National Black MBA Association http://www.nbmbaa.org
National Economic Association http://www.neaecon.org
National Sales Network http://www.salesnetwork.org
National Society of Hispanic MBA's http://www.nshmba.org | $, G
The Center for Advancement of Minority Accountants http://www.nabainc.org
The Ph.D. Project phdproject.com

CAMPUS RECREATION SERVICES

National Intramural-Recreational Sports Association (NIRSA) http://www.Bluefishjobs.com

CAMPUS RECREATION & RESIDENTIAL LIFE

Student Affairs http://www.studentaffairs.com
Higher Ed Jobs http://www.higheredjobs.com
Student Affairs Administration in Higher Education (NASPA) http://www.naspa.org
College Student Educators International (ACPA) http://www.myacpa.org

CAREER DEVELOPMENT CENTER

National Association of Colleges and Employers (NACE) http://www.naceweb.org
Eastern Association of Colleges and Employers (EACE) http://www.eace.org
SUNYCDO – SUNY Career Development Organization Listserv http://www.sunycdo.org

CAREER DEVELOPMENT CENTER continued

National Career Center Directors Benchmarking (Linked In group)
Diverse Jobs http://www.diversejobs.net
LinkedIn Talent Solutions http://talent.linkedin.com/
Student Affairs Administration in Higher Education (NASPA) http://www.naspa.org
College Student Educators International (ACPA) http://www.myacpa.org
Insight into Diversity http://www.insightintodiversity.com
National Society for Experiential Education (NSEE) http://www.nsee.org
Career Development Center eRecruiting Service
http://www.binghamton.edu/career-development-center/ | *
MNYCCPOA, Metro New York City College Placement Organization Association
http://www.mnyccpoa.shuttlepod.org

CHEMISTRY

Alliance for Graduate Education and the Professoriate Program (AGEP) http://www.nsfagep.org | *
American Association for Clinical Chemistry http://www.aacc.org
American Chemical Society Committee on Minority Affairs http://www.acs.org
American Indian Science and Engineering Society http://www.aises.org
Association of Women in Science http://www.awis.org | $, G
C&E News: Diversity http://pubs.acs.org/cen/education/7923/7923education2.html
Chemical and Engineering News http://pubs.acs.org/cen/index.html
ChemJobs http://www.chemjobs.net
HBCU's with Advanced Degrees in Chemistry http://www.edonline.com/cq/hbcu
National Academy of Clinical Biochemistry http://www.nacb.org
National Organization for the Professional Advancement of Black Chemists and Chemical Engineers http://www.nobcche.org
Society for Advancement of Native Americans and Chicanos in Science http://www.sacnas.org

CINEMA

Academic Keys http://www.academickeys.com
Afterimage http://www.vsw.org/afterimage
Arts Wire http://www.artswire.org
Bay Area Video Coalition http://www.bavc.org
California Institute of Arts http://www.calarts.edu
Film Studies Association of Canada http://www.filmstudies.ca
Museum of Fine Arts, Boston http://www.mfa.org
National Alliance for Media, Art, & Culture http://www.namac.org
NYFA Classifieds http://www.nyfa.org/jobs
School of the Art Institute of Chicago http://www.saic.edu
The Chronicle http://www.chronicle.com

CLASSICAL and NEAR EASTERN STUDIES

American Council of Learned Societies http://www.acls.org
MESA (Middle Eastern Studies Association) http://www.mesa.arizona.edu

CLINICAL SCIENCE/MEDICINE

American Association of Respiratory Care http://www.aarc.org
Association of Women in Science http://www.awis.org | $, G
HBCU's with Advanced Degrees in Health Care Fields http://www.edonline.com/cq/hbcu
Health Care Careers and Jobs http://www.healthcarejobs.org
Hispanic Health Care International http://www.springerpub.com | $, G
Institute for Diversity in Health Management http://www.diversityconnection.org
Medical Career Resource Center http://www.medbulletin.com
National Association of Health Services Executives http://www.nahse.org
National Medical Association http://www.nmanet.org
Nuclear Medicine Jobs http://www.nuclearmedicinejobs.com
Society of Nuclear Medicine http://www.snm.org
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G
Student National Medical Association http://www.snma.org

COMPUTER SCIENCE & INFORMATION TECHNOLOGY

African American Women in Technology http://www.aawit.net
Alliance for Graduate Education and the Professoriate Program (AGEP) http://www.nsfagep.org | *
Association of Women in Science http://www.awis.org | $, G
Black Data Processing Associates http://www.bdpa.org
Computer Scientists of the African Diaspora
http://www.math.buffalo.edu/mad/computer-science/index.html
HBCU's with Advanced Degrees in Computer Science http://www.edonline.com/cq/hbcu
NAACP Diversity and High Tech Career Fair http://www.naacpjobfair.com
Society for Advancement of Native Americans and Chicanos in Science
http://www.sacnas.org
The Association for Women in Computing http://www.awc-hq.org
The Multicultural Advantage http://www.tmaonline.net
Institute of Electrical & Electronics Engineers (IEEE) http://www.ieee.org
Association for Computing Machinery (ACM) http://www.acm.org

CRIMINAL JUSTICE

Academy of Criminal Justice Sciences http://www.acjs.org
ACJS: Minorities and Women Division http://members.tripod.com/ACJSMWS
National Association of Blacks in Criminal Justice http://www.nabcj.org
National Criminal Justice Association http://www.ncja.org
HBCU's with Advanced Degrees in Criminal Justice http://www.edonline.com/cq/hbcu
National Bar Association http://www.nationalbar.org
National Hispanic Bar Association http://www.hnba.com | $, G
National Organization of Black Law Enforcement Executives http://www.noblenatl.org | $, G

DEAN OF STUDENTS

Association for University & College Counseling Center Directors (AUCCCD) http://www.aucccd.org
Counseling Center of New York (CCNY) http://www.ccny.cuny.edu/counseling
Association of Fraternity Advisors – AFA http://www.afa1976.org

DEAN OF STUDENTS continued

Student Affairs Administrators in Higher Education (NASPA) http://www.naspa.org
American College Personnel Association (ACPA) http://www.myacpa.org
Student Affairs http://www.studentaffairs.com

ECONOMICS

Economic Job Market http://www.EconJobMarket.org

EDUCATIONAL COMMUNICATIONS CENTER/INFORMATION TECHNOLOGY SERVICES

Graystone Group Advertising http://www.graystoneadv.com
Educational Technology Officers Association of SUNY- EdTOA– (Regional)
http://www.edtoa.suny.edu
Consortium of Colleges and University Media Centers- CCUMC– (National)
http://www.ccumc.org
Educause listserv – IT consortium for Higher Education (National)
http://www.educause.edu
Computer Officers' Association http://www.toa.suny.edu

ELECTRICAL & COMPUTER ENGINEERING

Academic Keys http://www.engineering.academickeys.com
Association of Women in Science http://www/awis.org | $, G
Institute of Electrical & Electronics Engineers (IEEE) Spectrum Magazine
http://www.spectrum.ieee.org/magazine
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G
SUNY Provost http://www.suny.edu/provost

ENGINEERING

Alliance for Graduate Education and the Professoriate Program (AGEP) http://www.nsfagep.org | *
American Association of Blacks in Energy http://www.aabe.org
American Indian Science and Engineering Society http://www.aises.org | $, G
Association of Women in Science http://www/awis.org | $, G
BlackEngineer.com http://www.blackengineer.com
Career Communications Group http://www.ccgmag.com
Diversity/Careers in Engineering and Info Technology http://www.diversitycareers.com | $, G
HBCU's with Advanced Degrees in Engineering http://www.edonline.com/cq/hbcu
National Action Council for Minorities in Engineering, Inc http://www.nacme.org
National Association of Hispanic Journalists http://www.nahj.org
National Society of Black Engineers http://www.nsbe.org | $, G
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G
Society of Women Engineers http://www.swe.org
The Society of Hispanic Professional Engineers http://www.shpe.org

ENGLISH/WRITING

Accrediting Council on Education in Journalism and Mass Communications
http://www2.ku.edu/~acejmc/
African American Literature and Culture Society http://www.atomicage.com/aalcs

ENGLISH/WRITING continued

Asian American Journalists Association http://www.aaja.org
Association of Department of English (ADE) http://www.ade.org
Association for Education in Journalism and Mass Communication http://www.aejmc.org
Association of LGBT Journalists http://www.nlgja.org
Association of Teachers of Technical Writing http://www.attw.org
Association for Women in Communications http://www.womcom.org
Association of Writers & Writing Programs (AWP) http://www.awpwriter.org
HBCU's with Advanced Degrees in English/Writing http://www.edonline.com/cq/hbcu
Journalism Education Association http:// www.jea.org
Linguistic Programs http://www.linguistlist.org
MLA (Modern Language Association) http://www.mla.org
National Association of Black Journalists http://www.nabj.org $, G
National Association of Hispanic Journalists http://www.nahj.org | $, G
National Association for Multi-Ethnicity in Communications http://www.namic.com
National Diversity Newspaper Job Bank
http://www.artistsresourceguide.org/National_diversity_newspaper_job_bank_the
National Hispanic Media Coalition http://www.nhmc.org
Native American Journalists Association Job Bank http://www.naja.com
New York Women in Communication http://www.nywici.org

FINE/THEATER ARTS

Arts Council of the African Studies Association http://acasaonline.org
Association for Latin American Art http://www.arts.arizona.edu/alaa
Association of Academic Museums and Galleries http://www.acumg.org
College Art Association http://www.collegeart.org
HBCU's with Advanced Degrees in Arts Fields http://www.edonline.com/cq/hbcu
National Art Education Association http://www.naea-reston.org
National Conference of Artists - MI Chapter http://ncamich.org
National Conference of Artists - NY Chapter http://ncanewyork.com
Women's Caucus for Art http://nationalwca.com

GEOGRAPHY

Association of American Geographers Newsletter http://www.aag.org/cs/newsletter
Association of American Geographers Specialty/Affinity Groups http://www.aag.org/cs/membership/specialty_groups

GEOLOGICAL SCIENCES

American Geophysical Union (EOS) http://sites.agu.org
Association of Women in Science http://www.awis.org | $, G
American Association of Petroleum Geologists Bulletin (AAPG) http://www.aapg.org
American Geosciences Institute (EARTH) http://www.agiweb.org
Geological Society of America (GSA Today) http://www.geosociety.org
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G

GRADUATE SCHOOL OF EDUCATION

Modern Languages Association (MLA) Job Information List (widely known as the JIL) http://www.mla.org/jil
Academic Keys for Education http://education.academickeys.com/login.php?forward=post_a_job&seltab=post_a_job

HARPUR ACADEMIC ADVISING

Harpur Academic Advising http://harpur-advising.binghamton.edu/employment.html
National Academic Advising Association http://www.nacada.ksu.edu
National Association of Law Placement (NALP) http://jobs.nalp.org/post.cfm

HISTORY

American Historical Association http://www.historians.org
Association for Asian Studies Newsletter http://www.asian-studies.org/publications/NL.htm
Association of Black Women Historians http://www.abwh.org
HBCU's with Advanced Degrees in History http://www.edonline.com/cq/hbcu
National Council for History Education http://www.nche.net/
OAH Committee on the Status of Minority Historians and Minority History www.oah.org/about/cmte/cmte.html
H-Net http://www.h-net.org
Perspectives-Print and On-line Employment Listing http://www.historians.org/perspectives
SUNY Provost's http://www.suny.edu/provost

INTERCOLLEGIATE ATHLETICS

National Collegiate Athletic Association (NCAA) http://www.ncaa.org

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

Association of International Educators (NAFSA) Job Registry http://www.nafsa.org
College Student Educators International (ACPA) http://www.myacpa.org
Insight into Diversity http://insightintodiversity.com
Student Affairs http://www.StudentAffairs.com
Student Affairs Administration in Higher Education (NASPA) http://www.naspa.org
SUNY ISSS http://www.global.suny.edu/oip/isss

JUDAIC STUDIES

Association for Jewish Studies http://www.ajsnet.org/positionadd.php

LIBRARY

Black Caucus of the American Library Association http://www.bcala.org | $, G
SUNY-LA Listserv http://www.sunyla.org

MATHEMATICS

Alliance for Graduate Education and the Professoriate Program (AGEP) http://www.nsfagep.org | *
American Mathematical Society http://www.ams.org
Association for Women in Mathematics (AWM) https://sites.google.com/site/awmmath | $, G
Association of Women in Science http://www.awis.org | $, G

MATHEMATICS continued

Black Women in Mathematics http://www.math.buffalo.edu/mad/wmad0.html
Conference for African American Researchers in the Mathematical Sciences (CAARMS) http://www.math.buffalo.edu/mad/CAARMS/CAARMS-index.html
HBCU Mathematics Departments Online http://www.math.buffalo.edu/mad/mad_HBCU.html
HBCU's with Advanced Degrees in Mathematics http://www.edonline.com/cq/hbcu
Mathematicians of the African American Diaspora http://www.math.buffalo.edu/mad/00.INDEXmad.html
National Association of Mathematics http://www.math.buffalo.edu/mad/NAM/
Society of Industrial and Applied Mathematics http://www.siam.org
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G
Strengthening Underrepresented Minority Mathematics Achievement (SUMMA) http://www.maa.org/summa/archive/summa_wl.htm
The MAA Committee of Minority Participation in Mathematics http://www.maa.org/programs/underrepresented-groups/summa
The Mathematical Association of America http://www.maa.org
Math Jobs http://www.Mathjobs.org

MECHANICAL ENGINEERING

Academic Keys http://engineering.academickeys.com
ASME http://www.asme.org
Association of Women in Science http://www.awis.org | $, G
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G

MUSIC

College Music Society http://www.music.org
Journal of Music Theory http://jmt.dukejournals.org
Classical Singer http://www.classicalsinger.com
Academic Keys http://finearts.academickeys.com

NURSING

American Academy of Nursing http://www.nursingworld.org
American Association of Colleges of Nursing http://www.aacn.nche.edu
American Nurses Association http://www.nursingworld.org
Association of Black Nursing Faculty http://www.tuckerpub.com $, G
HBCU's with Advanced Degrees in Nursing/Medical Sciences http://www.edonline.com/cq/hbcu
MinorityNurse.com http://www.minoritynurse.com
National Association of Hispanic Nurses http://www.thehispanicnurses.org
National Black Nurses Association http://www.nbna.org | $, G
NursingCenter http://www.nursingcenter.com

OFFICE OF INTERNATIONAL PROGRAMS

SUNY Council of International Education http://suny.edu/provost/international/studyabroad/sunyCIE.cfm
NAFSA: Association of International Educators-national job registry http://www.nafsa.org
Association of International Educators http://www.aieaworld.org
Editorial Board: Frontiers the Journal of Study Abroad http://www.frontiersjournal.com

PHILOSOPHY

African Philosophy Resources http://pegasus.cc.ucf.edu/~janzb/afphil
American Association of Philosophy Teachers http://philosophyteachers.org
American Philosophical Association http://www.apa.org
HBCU's with Advanced Degrees in Philosophy http://www.edonline.com/cq/hbcu
Society for Women in Philosophy http://www.uh.edu/~cfreelan/SWIP
Jobs in Philosophy http://www.PhilJobs.com

PHYSICAL FACILITIES

Albany Times Union http://www.timesunion.com
Association of Higher Education Officers (APPA) http://www.appa.org
Binghamton Press & Sun-Bulletin http://www.pressconnects.com
Elmira Star-Gazette http://www.stargazette.com
New York Times http://www.nytimes.com
Post Standard (Syracuse) http://www.syracuse.com/poststandard
Rochester City news http://www.rochestercitynewspaper.com
Scranton Times Tribune http://www.thetimes-tribune.com
SUNY PPAA Listserv http://www.sunyppaa.org
The Buffalo News http://www.buffalonews.com
The Ithaca Journal http://www.ithacajournal.com
Tradeline (was FM DATACOM) http://www.tradelineinc.com

PHYSICAL THERAPY

American Occupational Therapy Association http://www.aota.org
American Physical Therapy Association http://www.apta.org
HBCU's with Advanced Degrees in Physical Therapy http://www.edonline.com/cq/hbcu

PHYSICS

American Association of Physics Teachers http://www.aapt.org
American Institute of Physics http://www.aip.org
American Physical Society http://www.aps.org
APS Education and Outreach on Minorities
http://www.aps.org/programs/minorities/index.cfm
Association of Women in Science http://www.awis.org | $, G
HBCU's with Advanced Degrees in Physics http://www.edonline.com/cq/hbcu
National Society of Black Physicists http://www.nsbp.org | $, G
Society for Advancement of Native Americans and Chicanos in Science http://www.sacnas.org
Physics Today http://www.physicstoday.org
MRS Bulletin http://www.mrs.org/bulletin

POLITICAL SCIENCE

American Political Science Association http://www.apsanet.org
HBCU's with Advanced Degrees in Political Science http://www.edonline.com/cq/hbcu
Latino Caucus in Political Science http://www.csulb.edu/depts/posc/latinocaucus
Race, Ethnicity and Politics of the APSA http://www.aspanet.org ~rep

PSYCHOLOGY

American Psychological Association http://www.apa.org
Association for Psychological Science http://www.psychologicalscience.org
Asian American Psychological Association http://www.aapaonline.org
Association of Black Psychologists http://www.abpsi.org | $, G
HBCU's with Advanced Degrees in Psychology http://www.edonline.com/cq/hbcu
International Association for Cross-Cultural Psychology http://www.iaccp.org
Society for the Teaching of Psychology http://www.teachpsych.org
Society of Indian Psychologists http://www.aiansip.org
Society for Neuroscience http://www.sfn.org
Cognitive Neuroscience Society http://www.cogneurosociety.org
Society for Research in Psychophysiology http://www.sprweb.org
Psychonomic Society http://www.psychonomic.org
Memory Disorders Research Society http://www.memory-disorders.org
International Neuropsychological Society http://www.the-ins.org
Ithaca Paper http://ithacajournal.com

PUBLIC ADMINISTRATION

American Planning Association's Jobs Online http://www.planning.org/jobs
ARNOVA listserv http://www.arnova.org
PMRA listserv http://www.pmranet.org
Public Service Careers http://www.publicservicecareers.org

SCHOOL OF MANAGEMENT

SUNY Provost http://www.suny.edu/provost
American Accounting Association Accounting Review http://aaahq.org/pubs/acctrev.htm
Financial Management Association http://www.fma.org
The Manufacturing and Service Operations Management Society https://www.informs.org/Community/MSOM
Decision Sciences Institute http://www.decisionsciences.org
Production and Operations Management Society http://www.poms.org
Academy of Management Placement Ad http://jobs.aomonline.org

SOCIAL WORK

Council on Social Work Education (CSWE) http://careers.cswe.org/jobseeker/search/results
National Association of Black Social Workers (NABSW) http://www.nabsw.org/mserver | $, G
National Association of Puerto Rican & Hispanic American Social Workers
http://www.naprhsw.org

SOCIOLOGY

American Sociological Association (ASA) JobBank http://www.asanet.org/employment/JobBank.cfm
Association of Black Sociologists http://associationofblacksociologists.org/jobs/ | $, G
H-Net Job Guide https://www.h-net.org/jobs/home.php

STUDENT ACCOUNTS

American Job Exchange http://www.americasjobexchange.com
New York State Organization of Bursars & Business Administrators (NYSOBBA) Listserv
http://www.nysobba.org
Career Builder http://www.careerbuilder.com

STUDENT AFFAIRS

American Academics for Higher Education http://www.aahe.org
American Association of University Women http://www.aauw.org
American College Personnel Association http://www.myacpa.org
Association on Higher Education and Disability http://www.ahead.org
College Student Educators International (ACPA) http://www.myacpa.org
Higher Ed Jobs http://www.higheredjobs.com
National Association of Student Affairs Professionals http://www.nasap.net
StudentAffairs.com http://www.studentaffairs.com
Student Affairs Administration in Higher Education (NASPA) http://www.naspa.org

STUDIO ART

College Art Association (CAA) Careers http://www.collegeart.org/careers

SYSTEMS SCIENCE and INDUSTRIAL ENGINEERING

Association of Women in Science http://www/awis.org | $, G
Council of Industrial Engineering Academic Department Heads (CIEADH)
http://www.iienet2.org/Default.aspx
IE Magazine http://www.iienet2.org/iemagazine/
Institute for Operations Research and the Management Sciences (INFORMS)
https://www.informs.org
Health Systems & Operations Research Programs
http://www.collegegrad.com
http://www.careerbuilder.com
https://jobs.phds.org/
http://www.indeed.com/hire
Society for Chicanos & Native Americans in Science http://www.sacnas.org | $, G
SSIE Linkedin and Facebook Pages
http://www.linkedin.com/groups/Binghamton-University-Industrial-Systems-Engineering-2341987
Yahoo Health Management Engineers (Group & Linked In)
http://groups.yahoo.com/neo/groups/hme/info
http://www.linkedin.com/groups/Healthcare-Management-Engineers-HME-83522

THEOLOGY and RELIGIOUS STUDIES

American Academy of Religion http://www.aarweb.org
Association of Theological Schools http://www.ats.edu
HBCU's with Advanced Degrees in Theology/Religious Studies
http://www.edonline.com/cg/hbcu
Interdenominational Theological Center http://www.itc.edu

UNDERGRADUATE ADMISSIONS

New Jersey Association for College Admission Counseling (NJACAC) http://www.njacac.org
African American Literature and Culture Society http://www.atomicage.com/aalcs
New York State Association for College Admission Counseling (NYSACAC) http://www.nysacac.org
SUNY College Admissions Professionals (SUNYCAP) http://www.sunycap.org
College Student Educators International (ACPA) http://www.myacpa.org
Higher Ed Jobs http://www.higheredjobs.com
National Association of Student Affairs Professionals http://www.nasap.net
StudentAffairs.com http://www.studentaffairs.com
Student Affairs Administration in Higher Education (NASPA) http://www.naspa.org

UNIVERSITY COUNSELING CENTER

Positions in Counseling Centers (PICC) http://www2.kumc.edu/people/llong/picc
Association for University and College Counseling Center Directors (AUCCCD) http://www.aucccd.org/

Accessing Hiring Forms and Documents

Hiring Forms Part I-III

Electronic versions, in Word and Adobe PDF, of the hiring forms Part I-III are available through the Office of Diversity, Equity and Inclusions website at binghamton.edu/diversity-equity-inclusion/resources/hiring.html.

Please note: To ensure that you are using the most up-to-date version it strongly encourage that you access and download the form from ODEI's website each time it is needed.

Recruitment and Hiring Process Presentation

If you would like an indepth refresher on Binghamton University on the Binghamton University Recruitment and Hiring Process, you can access the Recruitment and Hiring Process Presentation at binghamton.edu/diversity-equity-inclusion/resources/hiring.html

Interview Questions: Lawful and Unlawful Inquiries

Office of Diversity, Equity and Inclusion provides a guide on questions that may or may not be asked during the interview process as a supplement to this resource guide. You may find "Interview Questions: Lawful and Unlawful Inquiries" in the Resources section of the ODEI website or by visiting http://binghamton.edu/diversity-equity-inclusion/resources/hiring.html

Frequently Asked Questions

Q: What is the protocol for position recruitment?
A: Refer to page 4 of this document. You can also visit http://bingdev.binghamton.edu/administration/procedures/600series

Q: Where do I send my completed Notice of Vacancy and Recruitment Plan form?
A: Send your completed Part 1: Notice of Vacancy and Recruitment Plan, and all other hiring forms to the Chief Diversity Officer in the Office of Diversity, Equity and Inclusion by fax and campus mail.

Q: What are inappropriate questions to ask during an interview?
A:

Q: What are the steps I should take if an applicant files a complaint against my department?
A: Contact the Chief Diversity Officer. For more information on the process please visit http://www.binghamton.edu/diversity-equity-inclusion/policies/complaints.html

Q: Is there a difference between affirmative action, civil rights, and diversity?
A: There are several definitions for these terms. Affirmative action is a federally mandated program for federal contractors as it relates to employment. Civil rights result from a series of federal and state civil rights laws and provide protection from discrimination and harassment on a variety of bases, including race, color, national origin, gender, age, disability, religion and veteran status. Diversity can be defined in many ways, including diversity of thought, experiences, and backgrounds. Together, all three can contribute to a more welcoming, inclusive, supportive, diverse, and respectful working and learning environment that is free from discrimination and harassment (Anthony Walesby, "Facts and Myths of Affirmative Action"). For the full article visit: HigherEdJobs

Q: Do I have to use Interview Exchange?
A: Yes. Interview Exchange is our required applicant tracking system.

Q: Do I have to interview all candidates of interest even though I haven't completed all the interviews because one candidate meets all the criteria?
A: Yes. Even though one candidate may stick out the most in your candidate pool, all candidate names that have been submitted for interview must interviewed.

Q: What's the difference between a "pre-screen remote inquiry" and "remote or on campus" interview?
A: A pre-screen remote inquiry is to allow the search committee to ask clarifying information for candidate's consideration. A remote or on campus interview is for candidates that have been selected for position consideration.

Q: For candidates that are being interviewed remotely, do I have to use the same questions I am utilizing for those candidates I am interviewing on campus?
A: Yes. All candidates that are being interviewed must be interviewed fairly in order to ensure adherence to our Affirmative Action process.

Q: Do I have to use the same questions for each candidate that I am doing a pre-screen remote inquiry with?
A: No. Each candidate has different questions that need to be clarified on their application.

Q: Can we interview someone that is going to receive their degree (or will be graduating) around the time of the position vacancy?
A: Yes. As long as the candidate has met the degree requirement by the time the position is offered.

Q: For a one year position, do we need to complete the ODEI Search forms I-III?
A: Yes. For any candidate under consideration, the search committee must complete the ODEI search forms I-III.

Q: If a candidate declines a position offer, do I need to notify ODEI?
A: Yes. This will provide for better candidate tracking and ensures position opportunity for other candidates.

Q: I am unsure of the race/ethnicity, gender of the candidate, do I need to complete these on the professional recruitment forms?
A: Yes. As part of our university's mission around diversity, equity, and inclusion we need to ensure that we are offering equal opportunities to all qualified candidates.

Q: Do I need to include copies of where I post my job advertisements?
A: Yes. A copy of the job advertisement locations should be attached to ODEI Part I form.

Q: Is the job advertisement posting process the same for international recruits?
A: No. If the hiring unit anticipates the potential hiring of a foreign national and subsequent petitioning for permanent residency, there are specific advertisement procedures that need to be followed, including at least one print advertisement OR posting for a minimum of 30 days on the website of a professional journal.

Q: How long should the interview cycle last?
A: Interview cycle duration from application to interviews ideally should take 60 days; however, that may vary somewhat by position.

ODEI Contact Information

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