

# Diversity Hiring Resource Team

Materials for Recruitment and Retention



## Hiring Resource Team Contact Information

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## Hiring Resource Team

### Strategies for Recruiting, Hiring and Retaining Diverse Faculty

#### Creating Effective Recruitment Ads:

- ✚ Broaden your pool of candidates
  - Consider applicants from a variety of settings ( e.g., industry, academic)
  - Invite applicants from multiple levels (assistant, associate, full)
  - Consider inviting applications from new graduates
  - Solicit applicants across specialty areas
- ✚ Tailor the wording of your ad
  - Include the data for initial review, but NOT a final closing date
  - Broaden areas that you are willing to consider
  - Tailor research and teaching needs to enhance curricular diversity
  - Ask for experience in working with students of diverse backgrounds
  - Indicate universities commitment to diversity in a strong statement
- ✚ Move beyond simply placing an ad in the “Chronicles”
  - Consider specialty newsletters and professional organizations
  - Challenge faculty to utilize professional and student list serves
  - Encourage each faculty member to make three personal contacts
  - Mail to Chairs of training programs
  - Post on website
  - Use conference opportunities

#### Outreach:

- ✚ Women & Minority Doctoral Directory (get 3-5 names and follow up with personal contacts)
- ✚ Rutgers Website for faculty resources (use lists of Historically Black Colleges and Universities, Hispanic Serving Colleges and Universities, women and minority related professional organizations for networking)  
[Http://www.rci.rutgers.edu/~eclark/recesrces/facnet.htm](http://www.rci.rutgers.edu/~eclark/recesrces/facnet.htm)
- ✚ Women & Minority caucuses within professional organizations (use for networking...get 3-5 names and follow up with personal contacts)
- ✚ Contacting colleagues asking specifically about “traditionally underrepresented” applicants (followed by personal contact)
- ✚ Paid advertisements (Black Issues in Higher Education, Hispanic Outlook)
- ✚ Websites (ImDiversity.com, [www.tribalcollegejournal.org](http://www.tribalcollegejournal.org))

## Historically Black Colleges & Universities

[Alabama A&M University](#)

PO Box 1347  
Normal, AL 35762  
205-851-5000

[Alcorn State University](#)

1000 ASU Drive  
Alcorn State, MS 39096  
601-877-6100

[Bethune Cookman College](#)

640 Mary McLeod Bethune  
Blvd  
Daytona Beach, FL 32115  
904-225-1401

[Central State University](#)

PO Box 1004  
Wilberforce, OH 45384-3002  
513-376-6011

[Coppin State College](#)

2500 West North Avenue  
Baltimore, MD 21216-3698  
410-383-5400

[Elizabeth City State  
University](#)

1704 Weeksville Road  
Elizabeth Cith, NC 28301  
919-335-3230

[Fort Valley State University](#)

Fort Valley, GA 31030  
478-825-6211

[Harris-Stowe State College](#)

3026 Laclede Avenue  
St Louis, MO 63103  
314-340-3366

[Johnson C. Smith University](#)

100 Beatties Ford Road  
Charlotte, NC 28216  
704-378-1000

[Alabama State University](#)

PO Box 271  
Montgomery, AL 36101-0271  
(334) 293-4100

[Barber-Scotia College](#)

Concord, NC 28025  
704-762-5171

[Bluefield State College](#)

219 Rock Street  
Bluefield, WV 24701  
304-327-4000

[Cheyney University of PA](#)

Cheyney & Creek Roads  
Cheyney, PA 19319  
215-399-2000

[Dillard University](#)

2601 Gentilly Blvd  
New Orleans, LA 70122  
501-283-8822

[Fisk University](#)

1000 17th Avenue N  
Nashville, TN 37208-3051  
615-329-8500

[Grambling State University](#)

Grambling, LA 71245  
800-569-4714

[Huston-Tillotson College](#)

900 Chicon Street  
Austin, TX 78702-2795  
512-505-3000

[Kentucky State University](#)

400 East Main Street  
Frankfort, KY 40601  
503-227-6000

[Albany State College](#)

504 College Drive  
Albany, GA 31705  
912-430-4600

[Bennett College](#)

900 E. Washington Street  
Greensboro, NC 27401-  
3239  
919-273-4431

[Bowie State University](#)

14000 Jericho Park Road  
Bowie, MD 20715-9465  
301-860-4000

[Clark Atlanta University](#)

223 James P. Brawley Dr.,  
SW  
Atlanta, GA 30314  
404-880-8000

[Edward Waters College](#)

1658 Kings Road  
Jacksonville, FL 32209  
9047-355-3030

[Florida A&M University](#)

Wahnish Way & Gamble  
Street  
Tallahassee, FL 32307  
904-599-3223

[Hampton University](#)

Hampton, VA 23668  
757-727-5000

[Jarvis Christian College](#)

PO Box 1470  
Hawkins, TX 75765  
903-769-5700

[Lane College](#)

545 Lane Avenue  
Jackson, TN 38301-4598  
901-426-7500

[Lincoln University of Missouri](#)

820 Chestnut Street  
Jefferson City, MO  
314-681-5074

[Morehouse College](#)

720 Westview Drive, SW  
Atlanta, GA 30314  
404-681-2800

[Morris College](#)

Box 1072  
100 West College Street  
Sumter, SC 29150  
803-934-3192

[North Carolina Central University](#)

1801 Fayetteville Street  
Durham, NC 27707  
919-530-6100

[Philander Smith College](#)

812 W. 13th Street  
Little Rock, AR 72202  
501-307-9845

[Savannah State University](#)

3219 College Street  
Savannah, GA 31404  
915-356-2186

[Southern University](#)

PO Box 9374  
Baton Rouge, LA 70813  
225-771-5020

[Tennessee State University](#)

3500 John A Merritt Blvd  
Nashville, TN 37209  
615-963-5000

[Tougaloo College](#)

500 W County Line Rd  
Tougaloo, MS 39174  
888-4-2-GALOO

[University of Maryland Eastern Shore](#)

Backbone Road  
Princess Anne, MD 21853  
410-651-2200

[Voorhees College](#)

PO Box 678  
Denmark, SC 29042  
803-793-3351

[Lincoln University of PA](#)

PO Box 179  
Lincoln University, PA  
19352  
610-932-8300

[Morgan State University](#)

Coldspring Lane & Hillen  
Road  
Baltimore, MD 21239  
443-885-3333

[Norfolk State University](#)

700 Park Avenue  
Norfolk, VA 23504  
757-823-8600

[Paine College](#)

1235 Fifteenth Street  
Augusta, GA 30901-3182  
706-821-8200

[Prairie View A&M University](#)

PO Box 519  
Prairie View 77446-0519  
936-857-3311

Selma University  
1501 Lapsley Street  
Selma, Alabama 36701  
334-872-2533

[Southwestern Christian College](#)

PO Box 10  
Terrell, Texas 75160  
972-524-3341

[Texas College](#)

2404 N Grand Avenue  
Tyler, TX 75702  
903-593-8311

[Tuskegee University](#)

101 Kresge Center  
Tuskegee, AL 36088  
800-622-6531

[University of the District of Columbia](#)

4200 Connecticut Avenue  
NW  
Washington, DC 20008  
202-274-5000

[West Virginia State College](#)

PO Box 1000  
Institute, WV 25112-1000  
800-987-2112

[Mississippi Valley State University](#)

14000 Highway 82 West  
Itta Bena, MS 38941  
601-254-9041

[Morris Brown College](#)

643 Martin Luther King Jr Dr,  
NW  
Atlanta, GA 30314  
404-739-1000

[North Carolina Agricultural & Technical State University](#)

1601 East Market Street  
Greensboro, NC 27411  
336-334-7500

[Paul Quinn College](#)

3837 Simpson Stuart Road  
Dallas, TX 75241  
800-237-2648

[Rust College](#)

150 Rust Avenue  
Holly Springs, MS 38635  
601-252-8000

[Shaw University](#)

118 East South Street  
Raleigh, NC 27601  
919-546-8200

[Spelman College](#)

350 Spelman Lane, SW  
Atlanta, GA 30314  
404-681-3643

[Texas Southern University](#)

3100 Cleburne Avenue  
Houston, Texas 77004  
713-313-7011

[University of Arkansas at Pine Bluff](#)

1200 North University  
Pine Bluff, Arkansas 71601  
870-575-8000

[Virginia State University](#)

Petersburg, VA 23806  
804-524-5000

[Wilberforce University](#)

PO Box 1001  
1055 N Bickett Road  
Wilberforce, Ohio 45384-  
1001

[Wiley College](#)  
711 Wiley Avenue  
Marshall, TX 75670  
903-927-3300

[Winston-Salem State  
University](#)  
601 Martin Luther King Jr  
Drive  
Winston-Salem, NC 27110  
336-750-2000

937-376-2911  
[Xavier University of  
Louisiana](#)  
1 Drexel Drive  
New Orleans, LA 70125  
504-486-7411

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## Hispanic-Serving Colleges & Universities

[Adams State College](#)

208 Edgemont Boulevard  
Alamosa, CO 81102  
719-587-7011

[Barry University](#)

11300 Northeast Second  
Avenue  
Miami Shores, FL 33161-  
6695  
305-899-3000

California State University:

[Dominguez Hills](#)

1000 East Victoria Street  
Carson, CA 90747  
310-243-3696

California State University:

[Monterey Bay](#)

100 Campus Center  
Seaside, CA 93955-8001  
831-582-3518

California State University:

[Stanislaus](#)

801 West Monte Vista Ave.  
Turlock, CA 95382  
209-667-3151

City University of New York:

[John J College of Criminal  
Justice](#)

899 Tenth Avenue  
New York, NY 10019  
212-237-8000

[College of Aeronautics](#)

La Guardia Airport  
Flushing, NY 11369  
800-776-2376

[Florida International  
University](#)

University Park  
Miami, FL 33199

[American University  
of Puerto Rico](#)

PO Box 2037  
Bayamon, PR 00960-2037  
787-798-2022

[Bayamon Central University](#)

PO Box 1725  
Bayamon, PR 00960-1725  
787-786-3030

California State University:

[Fresno](#)

5150 North Maple Avenue  
Fresno, CA 93740-8026  
559-278-4240

California State University:

[Northridge](#)

18111 Nordhoff Street  
Northridge, CA 91328  
818-677-1200

[Carlos Albizu University](#)

2173 NW 99th Avenue  
Miami, FL 33172  
305-593-1223

City University of New York:

[Lehman College](#)

Bedford Park Boulevard  
West  
Bronx, NY 10468  
718-960-8000

[College of Santa Fe](#)

1600 St. Michael's Drive  
Santa Fe, NM 87505  
505-473-6011

[Heritage College](#)

3240 Fort Road  
Toppenish, WA 98948-9599  
509-865-8500

[Atlantic College](#)

PO Box 1774  
Guaynabo, PR 00970  
787-720-1022

California State University:

[Bakersfield](#)

9001 Stockdale Highway  
Bakersfield, CA 93311-1099  
661-664-2011

California State University:

[Los Angeles](#)

5151 State University Drive  
Los Angeles, CA 90032  
323-343-3000

California State University:

San Bernardino

5500 University Parkway  
San Bernardino, CA 92407-  
2397  
909-880-5000

City University of New York:

[City College](#)

Convent Avenue at 138th  
Street  
New York, NY 10031  
212-650-7000

City University of New York:

[New York City Technical  
College](#)

300 Jay Street  
Brooklyn, NY 11201  
718-260-5000

[Dominican School of  
Philosophy & Theology](#)

2401 Ridge Road  
Berkeley, CA 94709-1295  
510-849-2030

[Hudson County  
Community College](#)

25 Journal Square  
Jersey City, NJ 07306

305-348-2000

201-656-2020

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|---|---|--|
| Inter American University of Puerto Rico: <a href="#">Aguadilla Campus</a><br>PO Box 20000<br>Aguadilla, PR 00605<br>787-891-0925 | Inter American University of Puerto Rico: <a href="#">Barranquitas Campus</a><br>PO Box 517<br>Barranquitas, PR 00794<br>787-857-3600 | Inter American University of Puerto Rico: <a href="#">Bayamon Campus</a><br>500 Rd, 830<br>Bayamon, PR 00957<br>787-279-1912                         |
| Inter American University of Puerto Rico: Fajardo Campus<br>PO Box 70003<br>Fajardo, PR 00738<br>787-863-2390                     | Inter American University of Puerto Rico: <a href="#">Guayama Campus</a><br>PO Box 10004<br>Guayama, PR 00785<br>787-864-2222         | Inter American University of Puerto Rico: <a href="#">Ponce Campus</a><br>104 Turpo Industrial Park Road<br>Mercedita, PR 00715-1602<br>787-284-1912 |
| Inter American University of PR: <a href="#">San German Campus</a><br>PO Box 5100<br>San German, PR 00683<br>787-264-1912         | <a href="#">New Jersey City University</a><br>2039 Kennedy Boulevard<br>Jersey City, NJ 07305-1597<br>201-200-2000                    | <a href="#">New Mexico Highlands University</a><br>PO Box 9000<br>Las Vegas, NM 87701<br>505-425-7511  |
| <a href="#">New Mexico State University</a><br>Box 30001, MSC 3A<br>Las Cruces, NM 88003-8001<br>505-646-0111                     | <a href="#">Occidental College</a><br>1600 Campus Road<br>Los Angeles, CA 90041-3393<br>323-259-2500                                  | <a href="#">Our Lady of the Lake University of San Antonio</a><br>411 Southwest 24th Street<br>San Antonio, TX 78207-4689<br>210-434-6711            |
| <a href="#">Pontifical Catholic University of Puerto Rico</a><br>2250 Las Americas Avenue<br>Ponce, PR 00717-0777<br>787-841-2000 | <a href="#">Robert Morris College: Chicago</a><br>401 South State Street<br>Chicago, IL 60605<br>312-935-6800                         | <a href="#">San Diego State University</a><br>5500 Campanile Drive<br>San Diego, CA 92182-7455<br>619-594-5200                                       |
| <a href="#">St. Augustine College</a><br>1345 West Argyle<br>Chicago, IL 60640-3501<br>773-878-8756                               | <a href="#">St. Edward's University</a><br>3001 South Congress Avenue<br>Austin, TX 78704<br>512-448-8400                             | St. John Vianney College Seminary<br>2900 Southwest 87 Avenue<br>Miami, FL 33165-3244<br>305-223-4561  |
| <a href="#">St. John's Seminary College</a><br>5118 Seminary Road<br>Camarillo, CA 93012-2599<br>805-482-2755                     | <a href="#">St. Mary's University</a><br>One Camino Santa Maria<br>San Antonio, TX 78228<br>210-436-3011                              | <a href="#">St. Peter's College</a><br>2641 Kennedy Boulevard<br>Jersey City, NJ 07306<br>201-915-9000   |
| <a href="#">St. Thomas University</a><br>16400 Northwest 32nd Avenue<br>Miami, FL 33054<br>305-625-6000                           | <a href="#">Sul Ross State University</a><br>Box C-2 SRSU<br>Alpine, TX 79832<br>915-837-8011   | Texas A&M:<br><a href="#">International University</a><br>5201 University Boulevard<br>Laredo, TX 78041-1900<br>956-326-2001                         |
| Texas A&M University:<br><a href="#">Corpus Christi</a><br>6300 Ocean Drive<br>Corpus Christi, TX 78412<br>361-825-5700           | Texas A&M University:<br><a href="#">Kingsville</a><br>Campus Box 105<br>Kingsville, TX 78363-8201<br>361-593-2111                    | Turabo University<br>PO Box 3030<br>Gurabo, PR 00778<br>787-743-7979   |
| <a href="#">University of Houston: Downtown</a>   | <a href="#">University of LaVerne</a><br>1950 Third Street  | <a href="#">University of Miami</a><br>PO Box 248025   |

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|---|--|--|
| <p>One Main Street<br/>Houston, TX 77002<br/>713-221-8000</p> <p><a href="#">University of New Mexico</a><br/>Albuquerque, NM 87131-2046<br/>505-277-0111</p> | <p>La Verne, CA 91750-4443<br/>909-593-3511</p> <p>University of Puerto Rico:<br/><a href="#">Hamacao</a><br/>CUH Station<br/>Humacao, PR 00791<br/>787-850-0000</p> | <p>Coral Gables, FL 33124-4616<br/>305-284-2211</p> <p>University of Puerto Rico:<br/>Aguadillo<br/>PO Box 250160<br/>Aguadilla, PR 00604<br/>787-890-2681</p> |
| <p>University of Puerto Rico:<br/><a href="#">Cayey University College</a><br/>Antonio R. Barcelo Avenue<br/>Cayey, PR 00736<br/>787-738-2161</p>             | <p>University of Puerto Rico:<br/><a href="#">Mayaguez Campus</a><br/>PO Box 9021<br/>Mayaguez, PR 00681<br/>787-832-4040</p>  | <p>University of Puerto Rico:<br/>Medical Sciences Campus<br/>PO Box 365067<br/>San Juan, PR 00936-5067<br/>787-758-2525</p>                                   |
| <p>University of Puerto Rico:<br/>Ponce University College<br/>PO Box 7186<br/>Ponce, PR 00732<br/>787-844-8181</p>   | <p>University of Puerto Rico:<br/>Rio Piedras Campus<br/>PO Box 23344<br/>San Juan, PR 00931-3344<br/>787-764-0000</p>   | <p>University of Texas:<br/><a href="#">Brownsville</a><br/>80 Fort Brown<br/>Brownsville, TX 78520<br/>956-544-8200</p>                                       |
| <p>University of Texas:<br/><a href="#">El Paso</a><br/>500 West University Avenue<br/>El Paso, TX 79968<br/>915-747-5000</p>                                 | <p>University of Texas:<br/><a href="#">San Antonio</a><br/>6900 North Loop 1604 West<br/>San Antonio, TX 78249<br/>210-458-4530</p>                                 | <p>University of Texas:<br/><a href="#">Health Science Center at San Antonio</a><br/>7703 Floyd Curl Drive<br/>San Antonio, TX 78284<br/>210-567-7000</p>      |
| <p>University of Texas:<br/><a href="#">Pan American</a><br/>1201 West University Drive<br/>Edinburg, TX 78539<br/>956-381-2011</p>                           | <p>University of Texas:<br/><a href="#">Permian Basin</a><br/>4901 East University<br/>Odessa, TX 79762<br/>915-552-2020</p>   | <p><a href="#">University of the Incarnate Word</a><br/>4301 Broadway<br/>San Antonio, TX 78209-6397<br/>210-829-6000</p>                                      |
| <p><a href="#">University of the Sacred Heart</a><br/>PO Box 12383, Loiza Station<br/>San Juan, PR 00914-0383<br/>787-728-1515</p>                            | <p>Western University<br/>of New Mexico<br/>PO Box 680<br/>Silver City, NM 88062<br/>505-538-6011</p>  | <p><a href="#">Whittier College</a><br/>13406 East Philadelphia<br/>Street<br/>Whittier, CA 90608-0634<br/>562-907-4200</p>                                    |

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