

# RECRUITMENT PLAN

## Spring/Summer Term

- Contact REU Coordinators or other summer research projects, on campus and/or at neighboring institutions
  - Schedule a Brown Bag Lunch to talk with students about your program
  - Invite students to visit your lab(s)
  - Involve your students in outreach to REU students if possible
- Host an REU or other summer research opportunity that is connected with your research.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

## Fall Term

- Arrange for current students to participate in existing mentoring programs on campus and/or help with undergraduate research projects
- Target pertinent meetings and conferences.
  - Check [www.pathwaystoscience.org](http://www.pathwaystoscience.org) for events in your region or your academic field.
  - Enlist faculty and/or students to travel to conferences for recruitment as well as for their own professional development.
  - Faculty and students can sign up to act as judges at student conferences – a great way to meet prospective students for your program.
  - Create and implement a monthly seminar series for students and faculty – open and publicized to others on campus.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

- Schedule meetings with the following organizations on campus to keep them informed about activities within your program and about your recruitment goals:
  - Office of Graduate Recruitment and Diversity
  - The Departments admitting your students
  - Women Students' Office
  - Student Career Services
  - Graduate Studies Office
  - Office of Minority Affairs
  - Office for Campus Diversity
  - Minority and women's student group chapters

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_



**Institute for Broadening Participation**  
*Building Partnerships to Support Diversity in Science*

[www.pathwaystoscience.org](http://www.pathwaystoscience.org)



toll free: (866) 593-9103

## Fall Term, continued:

Outreach before the holidays:

- Collect contacts from faculty, staff and students and help faculty send individually tailored program information to their contacts about your program(s)
- Remind faculty and staff to make announcements in classes and events to students and others about funding and professional development opportunities

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

Contact the Institute for Broadening Participation

([www.pathwaystoscience.org](http://www.pathwaystoscience.org)) for a list of prospective students to fill upcoming slots. Their student directory of 35,000+ students includes information on students' major field of study, research interests, and (self-reported) GPA.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

## Winter Term

Develop and promulgate recruiting incentives for faculty members.

- Look for additional fellowship funding from other sources that could be tapped for their students when they participate and/or reach recruitment goals.
- Help with faculty travel expenses to events (see above) from your program's recruitment budget.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

Schedule an annual weekend retreat for current/past/potential students and faculty.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

Learn about other programs on campus, in your field of research and/or in your geographic region (see [www.pathwaystoscience.org](http://www.pathwaystoscience.org)). Meet with them to exchange ideas, find ways to collaborate and share resources.



## Winter Term, continued:

- Design ways to collaborate with other institutions. Reach out to:
- Relevant departments at an HBCU (Historically Black College or University), HSI (Hispanic Serving Institution), or women's college.
  - Women's organizations and minority serving organizations (MSOs).
  - or by hosting a special recruitment event such as a Research Experience for Teachers (RET) or a conference for Undergrads.
  - Use the Partners Directory and Institution Hub on [www.pathwaystoscience.org](http://www.pathwaystoscience.org) to identify contacts.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

- Contact the regional AGEP and LSAMP programs (human resource development programs funded by NSF) in the region. Find AGEP and LSAMP program contacts on [www.pathwaystoscience.org](http://www.pathwaystoscience.org). Let them know about your program and seek ways to collaborate and to reach out to their students.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

- Work on improving your website as a recruitment tool. Make it user-friendly and people-oriented, and keep it up to date. Checklist to include on the website:
- FAQs about your program
  - Photos and bios of the students and faculty in the program – help students picture themselves at your program!
  - The contact information for specific individuals, with name, email and number
  - A printable brochure – even a simple 8.5x11 pdf
  - A link to [www.pathwaystoscience.org](http://www.pathwaystoscience.org)
  - Links to collaborating institutions, research centers, and summer research opportunities for undergrads

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_

- Bring promising applicants to campus for an informational weekend, hosted by current students and faculty, using funds from your program's recruitment budget. Coordinate with your campus Office of Graduate Recruitment to arrange housing and other activities if necessary.

Person(s) responsible: \_\_\_\_\_

Target Date: \_\_\_\_\_ Date Accomplished: \_\_\_\_\_



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