Recruitment Consortium Template

A university or association (Host) is hosting an electronic Recruitment Consortium accessed through Facebook and a Consortium Web site to enhance outreach that will increase opportunities for students and junior faculty in [specify] fields, who contribute to an inclusive and highly productive work environment, regardless of their own race, ethnicity or gender, and ultimately will also foster an increase in participation and success in such fields by individuals from racial and ethnic minority groups that are not well represented in these fields, women who are not well-represented in these fields, and individuals from low socio-economic backgrounds who are first in their families to attend college.

The Recruitment Consortium enhances outreach and recruitment to open pathways in undergraduate programs, graduate programs, academia and other careers in these fields for individuals who are from low socio-economic backgrounds and are the first in their family to attend college and individuals who—regardless of their own race, ethnicity or gender—have a demonstrated commitment and ability to break down barriers, to create a welcoming environment for all, and to foster inclusion and full participation by all, including individuals from racial and ethnic minority groups and women that are not well-represented in [specify] fields and individuals from low socio-economic backgrounds. The Recruitment Consortium will also be used for outreach to individuals who are members of such minority groups, women and socio-economic groups in order to ensure effective communication to such individuals that they are welcome and encouraged to apply and compete for participation in programs and positions.

Core participating institutions in the recruitment consortium are [specify the Collaborating Institutions], and [specify state, federal and tribal agencies]. Additional institutions that may participate are (a) colleges and universities participating in the [National Science Foundation Scholars Program, specify others], (b) tax-exempt non-governmental organizations in [specify] fields, and (c) for-profit private corporations in [specify discipline]-related fields (corporate participants). All participating institutions will pay an annual fee of $______, with corporate participants paying an annual fee of $______, to cover costs of supporting the Consortium site. Each participating institution will receive an institutional pass-code for access to the Consortium Web site and database.

1 ©American Association for the Advancement of Science (AAAS). The original version of this document was developed for the AAAS Diversity and the Law Project funded by the National Science Foundation (Navigating the Legal and Higher Education Landscapes to Foster and Sustain Greater Faculty and Student Diversity, NSF (HRD-1038753)). The original version was published as Appendix D of the AAAS’ Smart Grid for Institutions of Higher Education and the Students They Serve, ©American Association for the Advancement of Science 2011, 2012, which Smart Grid was authored by Arthur L. Coleman, Katherine E. Lipper, Jamie Lewis Keith, Daryl E. Chubin, and Teresa E. Taylor. This document was originally authored by Jamie Lewis Keith, Vice President and General Counsel of University of Florida; Arthur L. Coleman, EducationCounsel LLC and Dr. Daryl Chubin, AAAS, were editors of the first version. Ms. Keith has updated this document, most recently in October 2016. Use of this document for internal purposes by tax-exempt private and public institutions of higher education is permitted by AAAS.
Participating colleges and universities will invite their students, recent doctoral recipients, and post-doctoral fellows/associates in [specify]-related fields who are qualified under the targeted attributes described below to enter their information on the Consortium Facebook page. All students, recent graduates, and post-doctoral fellows/associates of participating colleges and universities in relevant disciplines who are qualified under the targeted attributes will have the opportunity to register in the database. Each participating college or university will be responsible for providing individual pass-codes to the Facebook page for their registered students, recent graduates, and post-doctoral fellows/associates who want to sign up.

A registering individual will input his or her name, current program/institution including major and minor, degrees earned, [specify umbrella discipline] field of interest, faculty mentor and references, research subjects, publications, and honors, and contact information by email and text, which will link to the Consortium Web site. Registering individuals will have the option of designating themselves as from an under-served racial or ethnic group or as a woman for outreach purposes only.

Registering individuals will be required to enter information that demonstrates one or both of the following targeted attributes:
(a) that their childhood family is in a low socio-economic group and they were or a sibling was the first in their families to attend college; and/or  
(b) regardless of their own race or gender, what they would do at the university/entity—
(1) to help others (students, fellows, faculty, staff—colleagues) to overcome barriers to academic or professional achievement;
(2) to create a welcoming and inclusive environment for all individuals (students, fellows, faculty, staff—colleagues), including those who are racial minorities, women or from a low socio-economic background (or otherwise reflect broad diversity), allowing all to fully participate in the university’s academic, co-curricular and/or research endeavors and social interactions or entity’s work and community;
(3) to foster collaborative work, curricular, co-curricular and social activities among students, fellows, faculty or others or collaborative work among colleagues who represent a broad diversity of individuals, providing experiences for all in multi-cultural and otherwise diverse team-work and living; and
(4) what specific experience, record and ideas they have that support their commitment to, and ability to succeed in, doing these things?

Individuals will be required to agree to and be expected to satisfy the honor system at University by inputting truthful information when registering. Each registering individual will agree, as a condition to registration, that (a) any alleged violation of the honor system by him or her will be reported to the individual and the individual’s college or university, without verification by the Host, for resolution under the individual’s college’s or university’s process;
and (b) a participating institution’s finding of a violation by an individual will result in de-registration from the Consortium Web site (and the relevant participating institution will be responsible for entering the Web site, deleting the individual’s page, and not providing a pass code to that individual to re-register).

Participating institutions that seek to recruit students, post-doctoral fellows/associates, junior faculty and research staff, or employees will be able to search the Consortium Web site database for any interested and qualified individuals for their positions. Institutions also will be able to send emails and text messages to categories of students, recent graduates and fellows through the Consortium Web site. The optional racial and gender information about individuals will not be produced to the participating institutions but institutions will be able to target emails to individuals in such groups to encourage applications, as long as they also send emails to all registrants in the relevant discipline who qualify for the relevant program or position based on criteria that do not include race, ethnicity or gender. For example, a general email is sent to all students of a relevant discipline and educational level who have registered, and some targeted contact is also made to registrants of under-served groups to ensure effective communications to all and to foster a broadly inclusive applicant pool. Participating institutions will also have access to the answers to the questions on inclusive conduct of registered individuals.

Focus groups will be established within the Consortium based on field and transition point in the [specify field] pipeline (e.g., community college to undergraduate program, undergraduate to graduate program, graduate program to academic fellowship, graduate program or fellowship to industry or commercial position, or doctoral degree or fellowship to tenure-track faculty position).

Affinity groups of like institutions and complementary institutions may be formed within the Consortium (e.g., research 1 institutions and complementary Historically Black Colleges and Universities, tribal colleges and universities, or other institutions with high women and minority enrollments—community colleges and four-year colleges and universities, etc.). Colleges and universities in the Consortium may also be asked to input data on their women and under-represented minority enrollment and graduation rates per field for undergraduates and graduate students. A Consortium governing board of senior academic officials (e.g., provost or dean) within the participating colleges and universities will meet in person or by video conference at least once annually to consider the effectiveness and possible enhancements to the Consortium, as well as to identify top producers of degrees earned by women, under-represented minorities and individuals from low socio-economic childhood family backgrounds to assist institutions in identifying such institutions as affinity group partners. Members of affinity groups will be able to send messages to their group members when performing outreach to recruit undergraduates to graduate programs or graduate students to fellowships and post-doctoral programs, or graduates or post-doctoral fellows to junior faculty positions, etc.
**Implementation Note:** The Family Educational Rights and Privacy Act (“FERPA”) will apply to the individually identifiable information on students who participate in the Consortium, some of which will not be mere directory information. (FERPA protects the privacy of student education records maintained by an educational institution that receives funding, including student financial aid, administered by the Department of Education. Directory information, which can be disclosed without student consent—unless a student opts out of permitting such disclosure—would typically include name, address, phone number, email address, date and place of birth, degrees earned, most recent school attended, degree program/major and enrollment status (year, undergraduate or graduate, full or part-time), honors and awards received, publication titles, and participation in official school activities and employment.) Students may sign and date a global consent (paper or authenticated electronic) to disclosure of all of their information to all participants in the Consortium for all Consortium purposes, and most students who opt to participate in the Consortium are likely to consent if asked. However, students should not be denied access if they do not consent. Those, likely few, students who do not consent globally should be asked to confirm they do not opt out of permitting disclosure of directory information and would then need to be asked for their consent prior to disclosure of non-directory information on each occasion (including, e.g., any voluntarily provided demographic information, grades, faculty mentor, references and other evaluative information, disciplinary record). Flagging such students and requesting their consent could be automated, using an approach similar to meeting invitations.)