

Guide to Diversifying Faculty Searches

Checklist: Strategies for Advancing Faculty Diversity Goals

Crafting Job Descriptions

- The position description articulates the department's commitment to diversity beyond compliance statements
- The position description criteria and qualifications are as broad as possible and recognize non-traditional experiences
- The position description articulates competencies and qualifications about how the person would advance diversity in their teaching, mentoring and scholarship
- The position description encourages historically unrepresented groups to apply
- The position description requires application materials that enables the search committee to assess contributions to advancing diversity, equity and inclusion

Identifying Diverse Talent, Marketing Strategies, and Leveraging Networks

- Search committee members used PhD pipeline databases to understand availability pools and institutions that produce larger numbers of historically underrepresented PhD graduates, and have uses these data to leverage networks
- Search committee members have utilized doctoral and post-doctoral fellowship recipient lists across institutions, organizations and foundations
- Search committee members have examined editorial boards and award lists (including in special interest groups within scholarly associations) to identify rising stars who may also happen to be historically underrepresented scholars
- Search committee members devised a strategy for engaging historically underrepresented scholars at multiple conferences within the discipline
- The job announcement is placed in multiple sources that target historically underrepresented scholars
- Search committee members have shared the job announcement with colleagues at Minority Serving Institutions, including Historically Black Colleges and Universities
- Search committee members have identified senior colleagues who have successful track records of mentoring and graduating doctoral students and hosting postdocs who are underrepresented in the academy for referrals
- Search committee members have identified well-connected junior faculty, postdoctoral scholars, and doctoral students to share the job posting within their networks

Search Committee Preparation

- Search committee members familiarized themselves with the Departmental Diversity and Inclusion Action Plan (DDIAP), which should include an expressed commitment and updated strategy for diversifying the faculty, specifically focusing on historically underrepresented groups and women in STEM (if applicable)
- Search committee members reviewed resources curated by the Office of Institutional Equity and Diversity to enhance the committee's search procedures and practices
- Search committee members completed the University unconscious bias module training
- Search committee members reviewed prior search practices and outcomes to identify ways to attract a more diverse pool of applicants based on lessons learned
- Search committee members established prompts for a diversity statement and/or infused prompts for discussing contributions to advancing diversity in teaching/research statements that are embedded into the position description
- Search committee members have developed and discussed an agreed upon set of criteria for reviewing candidates at each stage of the search process
- Search committee members have established a rubric for evaluating applicants that include, but is not limited to, contributions to advancing diversity, equity and inclusion
- Search committee members have incorporated equity-minded questions in interview protocols
- Search committee members have reviewed and understand categories of questions that must not be asked and are inappropriate or unlawful as an equal opportunity employer