

## **TIPS ON HOW TO SUCCESSFULLY RECRUIT MINORITY AND FEMALE FACULTY**

1. In designing the search effort, consider student recruitment and retention classroom climate, and faculty as interrelated issues.
2. In describing the position to be filled, state the position area of specialization as broadly as possible, especially in disciplines in which there is historically low representation of minority group members and/or women.
3. Begin your recruitment effort as early in the year as possible, so that you have the best chance of attracting the strongest applicants (regardless of race/ethnicity/gender) who are in the job market, and so that the search committee has adequate time to recruit, consider all applicants, and make recommendations.
4. Design the position so that applicants will bring diversity to the department, not only in terms of race/ethnicity and gender, but in approach to the discipline, areas of expertise, etc.
5. When designing the search effort, go beyond the minimum compliance requirements enunciated by the Office of Equal Opportunity Programs in your efforts to recruit a diverse applicant pool.
6. Advertise the position not only in print, but make additional recruitment efforts on both an organized and an informal basis.
7. Work with a large enough search committee to represent a range of perspectives, but yet not so large as to be unworkable; select minority/female committee members who have the time to spend on the search process, and who have interest or investment in the outcome of the search.
8. In identifying the “short list” of applicants, select as diverse a group of applicants as possible, and include applicants whose background, experience or research areas may be nontraditional.
9. Look beyond the question of where applicants completed their terminal degree, graduates of minority institutions or other institutions which are not in the top ten in the field may also bring strengths to the position.
10. Consider nontraditional service or heavy teaching demands in non-research universities, as well as going beyond research accomplishments in mainstream journals, in determining which applicants are “highly qualified” and capable of research productivity.

11. Make efforts to build departmental research strength in areas, which are likely to be of interest to minority and/or female faculty and student applicants.
12. Involve faculty who are not on the committee and any other interested persons in the selection of the short list; also consider the input of all persons who are involved in the interview process after applicants have been completed.
13. Treat all applicants who make it to the interview process equitably; you are not doing minority and/or female applicants a favor by not asking them tough or demanding questions.
14. Do not sugarcoat your description of the institution to minority/female applicants; acknowledge any problems, which may exist in the department, school/college or the institution.
15. Attend the applicant's symposium (if that is part of the search); you cannot fully evaluate the applicant from the resume and standard interview.
16. Read the applicant's work prior to interview; preparing for the interview process increases the likelihood that strong applicants will be interested in accepting a job offer should one be extended.
17. Do not limit the job offer to salary; also negotiate with desirable applicants on teaching load, computer equipment, and research support, travel dollars, etc.
18. Make efforts to help the "trailing spouse" of a finalist to find appropriate employment either within the University or within the greater Miami community.