

ENSURING THAT ALL FACULTY CANDIDATES FEEL WELCOME

Faculty candidates might have needs related to diet, a disability, or other circumstances that should be accommodated during an interview. We recommend that a **staff member** supporting the faculty search:

- **Ask all candidates if there are arrangements that would make the visit more comfortable, welcoming and successful.** For example, a candidate may need to minimize travel among different locations, require materials printed in a larger font size, sit instead of stand when giving presentations, or prefer a particular type of hotel room.
- **Routinely include information on the building and relevant rooms, and on any restaurants, in communication with all candidates.** Note that several local restaurants have restrooms that can be reached only by a stairway. Don't forget the room in which the candidate will be giving the job talk; some of these have steps up to stages or podiums. For example:

Accessibility: A ramp, leading to power doors, is located at the north entrance of the University Building. Your seminar will be in room 200, accessible by elevator or stairs. The room has a small stage for the speaker that is reached via 3 steps. A gender inclusive restroom is located on the third floor next to the elevator.

- **Ask all candidates about dietary preferences.**
- While inquiries regarding gender, gender expression or gender identity are inappropriate for interviewers, it may be important to know someone's pronouns so they can be treated respectfully and appropriately throughout the interview. **Ask candidates if they wish to share their preferred pronouns** with those they will be interacting with during the interview process.

When possible, please avoid discussing these needs with those who are meeting with and interviewing the candidate. For example, the visitor's schedule might list "break/travel time" when the candidate is using a lactation room.

Additional resources

- U-M building information (ramp access, elevator access)
<https://maps.studentlife.umich.edu>
- U-M gender inclusive restrooms:
<https://spectrumcenter.umich.edu/article/gender-inclusive-restrooms>
<https://www.engin.umich.edu/about/diversity/inclusive-spaces/>
- U-M lactation rooms:
<https://hr.umich.edu/benefits-wellness/family/work-life-resource-center/lactation-resources/lactation-room-locations-across-campus>
- Style guide on appropriate and accurate language to use when writing or talking about people living with disabilities: <http://ncdj.org/style-guide/>