STRIDE Faculty Recruitment Workshop

WHAT CAN WE DO?

TOP 10 BEST PRACTICES

1. Build an effective search committee
   • Require/reward a high level commitment to diversity and excellence.
   • Ensure all members have attended a Faculty Recruitment Workshop to learn about unconscious bias and strategies for fair evaluations.
   • Assign a staff member to support the search.
   • Have processes in place for person-specific hiring.

2. Actively develop a diverse pool of applicants
   • Network directly with newly established scholars.
   • Foster connections with institutions that train diverse students.
   • Connect with professional organizations that support underrepresented groups in your field.
   • Engage with, or develop, on-campus postdoctoral programs that support excellence and diversity.

3. Define the disciplinary area for your search as broadly as possible
   • Search as broadly as possible. If you have multiple positions over a period of several years, consider more broadly defined searches, with a multidisciplinary search committee.
   • Consider searching in subfields that are more diverse. These can be called out specifically as areas of interest in your broad search.

4. Ask for information you need from applicants
   • Ensure that all applicants know the criteria on which they are being evaluated.
   • Provide a template or checklist and clear instructions about the application process.
   • Ask candidates to write about current or planned contributions around diversity and inclusion, either as a separate statement or as part of other materials.

5. Make sustained and conscious efforts to counter potential evaluation bias
   • Discuss and define specific evaluation criteria before the search. Ensure all search committee members and department faculty have a clear and shared understanding of the criteria.
   • Design evaluation tools that examine a candidate's strengths, accomplishments, and attributes along a variety of dimensions.
   • Consider the environment in which achievements were made.
   • Be alert for bias around the candidate’s institution and/or subfield.
   • Avoid global evaluations and summary rankings that fail to consider all of the search criteria.
   • Acknowledge uncertainty.

6. Provide a welcoming environment during the interview
   • Attempt to avoid 'tokenism' in the interview pool by interviewing more than one female/minority candidate.
   • Avoid telling a candidate that you are interviewing them or want to hire them because of the social group to which they belong.
   • Ensure that all candidates meet a diverse group of people during their visit to campus.
7. Encourage circumstances that will allow you to see the candidate at their best.
   • Provide complete information about the visit well in advance.
   • Ask the candidate whom s/he would like to meet.
   • Identify an appropriate faculty host.
   • Ensure diversity in the audience for the job talk.
   • Introduce the candidate’s job talk with a summary of their accomplishments/expertise.
   • Consider how welcoming the spaces in your department are (e.g. who is pictured?)
   • Do not ask the candidate about their personal life (age, marital status, children, etc.) even in off-campus situations (e.g. dinner with the search committee). Questions about personal life can have unintended consequences.

8. Ensure that all candidates know about dual career support and family friendly policies.
   • Provide an information packet to all candidates (rather than making this contingent on gathering inappropriate personal information).
   • Be aware that dual career support from the Provost’s Office is available to domestic partners of faculty recruits regardless of marital status or sexual orientation. Chairs, associate deans and deans – not individual faculty or the search committee - are the appropriate people to communicate with the candidate about dual career support.

9. Manage the decision making process
   • Consider only job relevant criteria in evaluating candidates.
   • Use the candidate evaluation tool for each step of the interview process, and refer to items on the evaluation tool when discussing candidate, rather than subjective terms like “fit”.
   • Make sure the views of all faculty are heard.

10. Recruit the selected candidate.
    • Once a candidate is selected for a job offer, all relevant factors can be discussed.
    • Provide detailed information to ensure that the negotiation process is positive and effective for all candidates.

BONUS ITEM! Develop department policies that aid in faculty support and retention
    • Create mechanisms to support diversity, equity and inclusion.
    • Make sure new faculty are mentored.