Building the Search Committee

- Make sure the committee itself is diverse and that members of the committee demonstrate a commitment to diversity. When there are no available women faculty or faculty members of color within a program to serve on a search committee, consider asking an underrepresented faculty member from another department.
- Ask that your Dean meet with the committee at the beginning of the process to reiterate the importance of inclusion and the need for confidentiality.

Preparing the Announcement

At some point in the recruitment process, you should be explicit about:

- Special research opportunities with specific groups or in specific situations (e.g., migrant farmers, special library collections, state/federal prisons, Native American reservations, industrial plants), including availability of diverse individuals as research partners, institutions, and participants;
- Presence of other underrepresented faculty members in the department, school, college and university;
- History of underrepresented faculty members achieving tenure and being promoted in rank;
- Success of other underrepresented faculty members in the program and/or on campus;
- Infusion of diversity into the curriculum;
- Social support network in the community;
- Community resources that include ethnic churches, stores, restaurants, hair stylists, and professionals of color to provide medical, dental, and legal services; and
- Availability of large metropolitan area(s) within a short traveling distance.

Sample Language for Posting

- Utah Valley University seeks to create a work environment and organizational culture that reflect a diverse society and a climate for the success of every employee by appreciating the uniqueness that each one brings to the workplace.
- In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the university actively encourages applications from members of all ethnic groups underrepresented in higher education.
- The university aspires to become a leader among its peer institutions in making meaningful and lasting progress in responding to the needs and concerns of women and ethnic minorities.
- The university places a high priority on the creation of an environment supportive of the promotion of ethnic minorities, women, and persons with disabilities.

Circulating the Announcement

- Below are just some of the outlets where UVU posts positions:
  - Chronicle of Higher Education
  - Diverse Issues in Higher Education
  - Latinos in Higher Education
  - ScholarlyHires.com
  - WorkplaceDiversity.com
  - Mamiverse
  - AsianLife.com
Strategies to Aggressively Recruit a Diverse Pool

- Search committees should work with Human Resources in the recruitment and selection processes.
- Underrepresented individuals who have received grants and/or professional recognition can serve as excellent resource persons for referrals.
- Recruiting via personal contact (i.e., at conferences and other professional association listservs) and referral is more successful than reliance primarily on placement of advertisements in the Chronicle of Higher Education.
- Writing directly to colleagues to request nominations of underrepresented candidates.
- Developing pipeline programs that produce Ph.D. candidates from schools respected in your discipline.

Sample Questions for Interviews

- Discuss your experience working with and supporting students and communities from underrepresented backgrounds.
- Please describe experiences you have had advocating for underrepresented students and/or communities.
- What are some of the most common issues facing higher education today related to issues of inclusion and diversity?
- One of UVU’s core themes is to be an Inclusive University. Please discuss how your background will support and enhance this mission.

Ongoing and Diverse Touchpoints

- Do not focus on a one-shot visit. Develop a strategy to maintain ongoing contact with candidates.
- It is important to learn correct pronunciation of candidate’s names and to share that with faculty before the visit.
- Resource and community information is being developed to include: diverse businesses and services, social clubs and organizations, places of worship, restaurants, cultural activities, and language-based communities.
- Consider what can be done for spousal/partner placement.
- Invite key university administrators, faculty, staff, and students to reach out to the candidate to express enthusiasm about the prospect of working with the candidate being offered the position.

For questions concerning additional inclusive hiring strategies and resources, contact Kyle Reyes at kyle.reyes@uvu.edu (801-863-8271) or Christie Snyder christiesnyder@uvu.edu (801-863-6303).