

Recruitment Strategies

1. Review and, if necessary, rewrite the position description to ensure that it addresses genuine academic needs without including factors that might unnecessarily limit the pool. Is everything listed truly essential to the position?
2. If there is a choice of specialty areas, consider searching for either rather than selecting one. Also, review information on specialty areas that have a higher representation of minority and/or women scholars, and determine if one of those areas would fit within the needs of the department.
3. Conduct a search for a broadly worded position, in addition to or instead of a more specific position.
4. Advertise in diverse publications and contact a variety of national, regional and local professional and social organizations.
5. Consider establishing a hiring committee that could handle several searches during its tenure, developing a strategic plan and taking advantage of institutional knowledge and experience.
6. Check directories of minority and women academics in the discipline. Send copies of the ad to each individual and their departments.
7. Make direct contact with academic units at other universities, professional organizations, and ask if they can pass on names of qualified individuals.
8. Send position announcement to top 10 minority and women Ph.D. producing schools.
9. Unqualified applicants should not be invited to interview; but do not unnecessarily restrict interview pool.
10. If after reviewing applications it appears a particular qualification may be difficult to satisfy, consider removing it and re-advertising.
11. Prepare a listing of community resources and contacts, addressing a wide variety of interests, to give to interviewees.
12. Make informational trips to institutions with a high percentage of minority or female students prior to the beginning of the search.
13. Encourage faculty who will be attending professional conferences or who will be delivering papers at other universities to combine their visits with recruitment efforts for present and future positions.
14. Solicit curricula vitae from promising candidates.
15. Keep national higher education associations informed of present and possible future positions.