

Top 25 Best Practices for Recruiting, Retaining, and Promoting Diverse Faculty

1. Enhance sensitivity to recruitment and retaining of diversity among administration and academic leadership, have higher administration support, and align department and institutional goals on diversity
2. Always be in recruiting mode, do not wait for actual vacancy
3. Grow your own, reach-out to and support undergraduate and graduate students from under-represented groups
4. Educate search/selection committees to maintain equality of standards and have a faculty recruitment toolkit readily available
5. Academic leadership holds departments accountable for diversity recruitment
6. Have campus wide commitment to diversity and create a welcoming environment for recruits
7. Make contacts with diverse candidates long before search
8. Include representatives of under-represented groups on committee
9. Use proactive language in recruiting; include commitment to diversity as requirement. Announcement should indicate flexibility about requirements, broadly worded requirements
10. Cast a broad net, do not make search too narrow or only advertise in one place. Think like an athletic coach and scout for diverse faculty. Target efforts strategically.
11. Identify and *personally* invite qualified faculty
12. Actively recruit from colleges with high numbers of diverse PhD candidates and at professional meetings.
13. Consider recruiting from non-traditional sources including interested alumni, military, hiring post-doctoral or visiting positions, government agencies, corporations and industry, think-tanks and those outside of the U.S.
14. Take into consideration non-traditional qualifications
15. Make multiple lists, using multiple qualifications
16. Arrange to have diverse candidates meet with other diverse faculty, and give candidates realistic information about the success of diverse faculty both across campus and within department assist in networking.
17. Provide for dual career needs.
18. Offer tenure clock and schedule flexibility.
19. Assign a mentor for all new faculty and/or be willing to provide informal mentorship.
20. Avoid diverse faculty involvement in extra diversity outreach that impedes tenure progress, protect new faculty.
21. Make sure awards and promotions are equally distributed.
22. Provide programs to promote work family balance including childcare, family medical leave, work-life integration, and maternity/paternity leave.
23. Encourage new colleagues to share their experiences and assist them in networking.
24. Continue strong leadership for diversity viewing recruitment as long term effort.
25. Target good practice to everyone, not just minorities and women and make it clear to all that quality was not compromised in hiring diversity.