

# Best Practices for Faculty Recruitment



2008-2009 University of California, Santa Cruz

# FACULTY RECRUITMENT

**The Dean and Department Chair should promote a clear message that UCSC's continued excellence depends upon faculty who reflect the University's values of equal opportunity and diversity.**

## Search Committee Composition

- ◆ Make sure that a diversity of perspectives is represented on your committee.
- ◆ Include faculty who are committed to diversity.
- ◆ Ensure that women and minorities have equal opportunity to serve on search committees.
- ◆ Support the work of the diversity liaison.

## Position Announcement Development

- ◆ Broaden the job description to attract the widest pool of candidates.
- ◆ Include language that highlights the department's interest in attracting candidates whose teaching, research or service will contribute to the diversity of the campus.

## Proactive Recruiting

- ◆ Advertise in venues that reach women and underrepresented minorities.
- ◆ Think beyond the "usual" academic institutions in outreach.
- ◆ Promote our family friendly policies.

## Candidate Selection

- ◆ Develop evaluation tools that ensure consistency.
- ◆ Take at least 10-15 minutes to evaluate each application.
- ◆ Be aware of biases.
- ◆ Committee members are required to support opinions with facts and evidence.

## The Interview

- ◆ Provide interviewees with the opportunity to talk with others outside of the department.
- ◆ Provide information about partner hiring and family friendly policies to all candidates.
- ◆ Be aware of and avoid illegal questions.

**For information and resources:**

**EEO/AA** <http://www2.ucsc.edu/eo-aa/index.html>

**APO** <http://www2.ucsc.edu/apo/>