

Recommended Practices (Research-Informed, Field-Tested) for Recruiting and Hiring Excellent and Diverse Faculty

When in the process	Focus & actions	Specifics
Define and design the search	Define search broadly	<ul style="list-style-type: none"> <input type="checkbox"/> Include diverse areas, methods, etc. <input type="checkbox"/> Not too narrow, not too broad
	Build effective search committee	<ul style="list-style-type: none"> <input type="checkbox"/> Include diverse content knowledge, methodological approaches <input type="checkbox"/> Include diversity of personal characteristics, backgrounds, ranks <input type="checkbox"/> Include those openly committed to diversity and excellence <input type="checkbox"/> Establish expectations & processes for open communication
Launch the search	Advertise to generate broad pool	<ul style="list-style-type: none"> <input type="checkbox"/> Ads include commitments to diversity & advertise widely <input type="checkbox"/> Clarify all required applicant materials (including Diversity Statement)
	Prime the pump	<ul style="list-style-type: none"> <input type="checkbox"/> Consult networks: actively reach out to women & URM scholars through publications & networks
Plan for review of applications	Committee meets to define criteria & create evaluation tool	<ul style="list-style-type: none"> <input type="checkbox"/> Define criteria & build consensus before evaluating applications <input type="checkbox"/> Thoughtful evaluation: use a simple tool <input type="checkbox"/> Reminders to consider all data & to check for biases
Review applicants	Thoughtfully review applicants	<ul style="list-style-type: none"> <input type="checkbox"/> Systematic evaluation using agreed-upon criteria <input type="checkbox"/> Make a long “short list”
	Meetings	<ul style="list-style-type: none"> <input type="checkbox"/> Establish norms and processes <input type="checkbox"/> Challenge biases as they arise <input type="checkbox"/> Discourage sidebar conversations; bring issues to full group
	Skype interviews	<ul style="list-style-type: none"> <input type="checkbox"/> Interview list approved before interviews begin <input type="checkbox"/> All short-listed candidates must be interviewed <input type="checkbox"/> Use consistent list of interview Qs across candidates
Host effective campus visits	Human & material resources	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure candidates meet diverse group of colleagues <input type="checkbox"/> “Sell” institution through brochures & materials & ensure same packet goes to all candidates
	To ask or not to ask	<ul style="list-style-type: none"> <input type="checkbox"/> Review Qs that cannot be asked: Department Chair sends letter clarifying this to all faculty & staff with whom candidates will be in contact <input type="checkbox"/> See STEAD web page: “Summary of Legal Interview Questions”
After the visits	Recruit aggressively	<ul style="list-style-type: none"> <input type="checkbox"/> Use all available resources to bring excellence to UCD <input type="checkbox"/> Are multiple candidates feasible? Discuss with Dean