

## Faculty Recruitment Resources

(Available at [http://academicaffairs.ucdavis.edu/local\\_resources/docs/training\\_development/stead/STEAD%20Webpage%20Resources\\_handout.pdf](http://academicaffairs.ucdavis.edu/local_resources/docs/training_development/stead/STEAD%20Webpage%20Resources_handout.pdf))

### Tools

Applicant Evaluation Tool Templates – Two different examples in Excel format

Resources for broadening the applicant pool (site that lists organizations, places to post jobs, and other resources by discipline, gender, and race/ethnicity)

Candidate Information/Welcome Folder: List of recommended contents

Guidelines for Writing Letters of Recommendation (produced by ADVANCE University of Michigan)

### Policies & Best Practices

Academic Recruitment Guidelines: APM 500 / UCD 500

- UCD 500 Exhibit C, Guidelines for Interview Questions
- Summary Chart of Legal Interview Questions Related to Protected Statuses

UC Faculty Recruitment & Retention Best Practices

Frequently-Asked Questions: Dual Career Issues

Requesting diversity statements from applicants:

- Explanation for the practice
- Guidelines for writing a diversity statement

### Research & Information

Bibliography of Sources Cited in and Consulted for the STEAD Workshop

Searching for Excellence & Diversity®: A Guide for Search Committee Members (handbook produced by Women In Science & Engineering Leadership Institute, University of Wisconsin)

Benefits & Challenges of Diversity in Academic Settings (brochure produced by Women In Science & Engineering Leadership Institute, University of Wisconsin)

Reviewing Applicants: Research on Bias and Assumptions (brochure produced by Women In Science & Engineering Leadership Institute, University of Wisconsin)