UTSA Inclusive Faculty Recruitment Tips

Identifying, recruiting, and retaining highly qualified, talented and diverse faculty for all academic fields is a primary university goal. The following best practices are provided to assist you as you carry out your duties as a search committee member to recruit faculty that are diverse and of high quality.

Before the Search

☐ Create a diverse search committee consisting of men, women and members from underrepresented groups who can bring multiple perspectives to the committee; and who are fully committed to the institution’s goal of recruiting highly qualified, diverse faculty members.

☐ Be sure that a Diversity Access and Equity Advocate (Diversity Advocate) has been designated and is serving on your search committee.

☐ Has the Dean or Department Chair shared previous department level annual hiring data on gender and race/ethnicity for tenure/tenure track faculty? It is important to know year to year how your department is doing.

☐ Create a recruitment plan that ensures a comprehensive search emphasizing diversity and high quality throughout to include language of the ad and placement of ads in locations where underrepresented candidates will have more access to them.

☐ It is important to have ongoing relationships with local and national underrepresented organizations and special interest groups as well as institutions that produce graduate students of color. These relationships can pay huge dividends when recruiting underrepresented scholars as personalization is key in achieving successful hires.

During the Search

☐ Ensure that the position description is written in an inclusive manner so as to not exclude anyone from the onset.

☐ Encourage all search committee members to reach out to high potential diverse candidates to encourage them to apply for open positions. Networking and hands on recruiting efforts can be very effective.
☐ Cast a wide net to advertise; underrepresented groups and organizations, listservs, bulletin boards, professional networks, contacts, conferences, visiting diverse scholars who may have presented on campus, visit institutions that produce large numbers of underrepresented PhDs.

☐ Emphasize creating a welcoming and inclusive environment for all faculty. Provide the opportunity for diverse candidates to meet with key groups and other diverse faculty on campus.

**After the Search**

☐ Evaluate the search process; what went well during the search? What, if anything, could have been done better to enhance a more diverse outcome?

☐ Follow up with the new hire to ensure successful onboarding and a smoother transition.

☐ To provide support and value recently hired underrepresented faculty, consider sponsoring on and off campus events to showcase their research, teaching and service.