

PATH *to* DISTINCTION

ACTIVE RECRUITMENT SCRIPTS

Calls to faculty contacts to request referrals

Hello, this is [*name, title, department*]. We met at [*professional conference, meeting, etc.*] and I've been impressed by the quality of your program. My department is planning to recruit for a tenure-track faculty line that will start in [*date*]. We're considering candidates in all areas that are represented in our department: [*list major areas*].

I'm calling to ask if you could recommend any promising PhD candidates or postdoctoral scholars from your program. I'd like to ask you to be sure to include any underrepresented minority [*and female*] scholars in that list of referrals.

The UI, our department, and the Iowa City area have a lot to offer including [*excellent research facilities, strong collaboration with the health sciences, outstanding reputation in the field, etc. – tailor to the strengths of your department*], so we will provide a great opportunity for a new faculty member.

Are there any individuals who come to mind that you could recommend? And again, I'd ask you to include any underrepresented minority [*and female*] scholars in your list.

Thank you so much for your time. If I can ever return the favor, please contact me.

Calls to prospective candidates

Hello, this is [*name, title, department*]. [*I heard you speak at the [conference]/I've read your paper on [topic]*] and I'm very impressed by your work. It's innovative and will have significant impact in the field. I'm particularly impressed with ... [*and I'd like to invite you to speak at a graduate seminar to share your work with our students and faculty*].

My department is planning to recruit for a tenure-track faculty line that will start in [*date*], and I'm calling to invite you to apply. Your work would complement very nicely the work of other faculty in our department in the areas of [*focus areas*], and there are also great opportunities to collaborate with faculty in other departments and colleges such as [*colleges*]. Our department is best known for [*describe areas of strength, recognition, awards, etc.*] and we plan to expand in the area of [*describe areas of potential growth*] and you could be an integral part of that future expansion.

Is there any information that I could provide you about our department or institution? [*answer questions and offer to provide additional information in a follow-up email*]

The University of Iowa and our department have a lot to offer including [*excellent research facilities, strong collaboration with the health sciences, outstanding reputation in the field, etc – tailor to the strengths of your department*], so we will provide a great opportunity for a new faculty member. The University is also committed to fostering diversity, equity, and inclusion on our campus and we recently adopted a Diversity, Equity and Inclusion Action Plan to provide a roadmap to guide future efforts. And the Iowa City community is an outstanding place to live, with the benefits of a large research campus in a relatively small suburban setting so it's a very relaxed, friendly, collaborative environment. I can send you a few links to more information about the campus and the Iowa City community if you'd like to explore it

in more detail as you consider applying. Let me make sure I have your correct email address. [*confirm email or ask for email*]

We plan to post our ad in [*date*]. Would it be OK if I contact you again to let you know when it's posted?

Great! Thanks for considering us. I look forward to speaking with you again soon.

****NOTE:** *The general principle is to connect with the prospective candidate about their work; do not focus on their status as an underrepresented candidate.*

Follow-up email to prospective candidate

Dear Dr./Ms./Mr. [*name*],

Thank you for speaking with me today about our faculty opening in [*dept*]. As I said, I'm very impressed with your work in the area of [*area*] and would like to invite you to apply for the position. The University of Iowa is a Research I university set in a vibrant and diverse community, with a strong commitment to diversity, equity, and inclusion on our campus. As promised, I'm sending you some links to additional information about our department, the University of Iowa, and the Iowa City community. Please explore the information at your convenience and let me know if you'd like to discuss the position more detail. I would welcome that opportunity. In addition, if you'd like to speak with a current faculty member about a career at the University of Iowa and living in the Iowa City area, please let me know and I can connect you with someone here.

I will contact you again when the position is posted.

[link to department website]

[link to relevant research center websites]

[University of Iowa Jobs website](#)

[Diversity, Equity, and Inclusion at Iowa](#)

Work/Life Resources: <https://worklife.uiowa.edu/>

Iowa City Community Information: <https://www.thinkiowacity.com/>

Sincerely,

[*name, title*]