FACULTY SEARCH COMMITTEE ACTIVE RECRUITMENT PLAN

To build the pool beyond the “post and pray” method, search committees are encouraged to actively build a diverse pool of potential applicants by engaging in the following strategies:

<table>
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<th>Potential Actions</th>
<th>What actions will you take in the current search?</th>
<th>Actions Taken</th>
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| Inform professional networks | • Inform key faculty and scholars in the discipline of the position via email, calls, and posting on discipline-specific sites; request recommendations of potential candidates. See Path to Distinction (PTD) “Active Recruitment Scripts” for suggested language.  
  • Inform individuals about the unit’s commitment to a diversity, equity, and inclusion and prompt referees to provide names of underrepresented U.S. racial/ethnic minorities, women in underrepresented fields, and others who would contribute to the university’s diversity mission.  
  • Send announcements to diversity-related sections of regional, national or international organizations within discipline; inform of opening via leadership contact, national/regional meetings, newsletters, listservs, websites, etc.  
  • Send announcements and request nominations from departments at institutions that serve large number of historically underrepresented populations. UI Diversity Councils and campus allies may be able to assist in identifying and making contact with those institutions. | | |
| Identify potential candidates who would advance the college’s diversity, equity, and inclusion mission | • Use national databases to review demographics of the pool of potential applicants (e.g., potential candidates who meet required qualifications, earned doctorates for entry-level positions) and set goals for applicant pool. See your HR Administrator for sources and data.  
  • Identify potential applicants by reviewing proceedings from conferences and national trainings in the respective fields. Review major conferences as well as any specialized conferences focused on diversity, equity, and inclusion in the discipline.  
  • Identify postdoctoral fellows as relevant for your discipline.  
  • Review lists of scholars who have been on campus as invited speakers, conference presenters, and conference attendees. | | |
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| **Recruit**       | • Contact potential candidates directly (e.g., call, email) to inform them of position. See Path to Distinction (PTD) “Active Recruitment Scripts” for suggested language.  

• Send a follow-up email after contact to provide information about the position as well as the Iowa City community via the “Build a Career | Build a Life” web resources and other relevant sites. See Path to Distinction (PTD) “Active Recruitment Scripts” for suggested language.  

• Work with the HR Administrator to determine diversity of current applicant pool. Proceed to creating a short list only if pool demographics meet benchmarks related to availability. (Chun & Evans, Bilimoria & Buch) |                                                                                                                                                                                                                                                                |                                                |               |
| passive candidates|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |               |
| **Reflect**       | • Use applicant data to determine which methods resulted in candidates submitting applications.  

• Use data to determine which methods resulted in candidates who made the short list and finalist pools.  

• Document what was learned in the process to inform future searches. |                                                                                                                                                                                                                                                                |                                                |               |
| on efforts        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |               |
| **Build**         | • Recognizing that recruitment of a diverse and excellent faculty begins before and continues after each search, departments are encouraged to engage in ongoing scouting to identify and build relationships with potential applicants throughout the year.  

• Host a seminar series and invite a diversity of scholars to campus to provide a lived experience of the UI campus and community, which may assist in future recruitment.  

• Build relationships with population- specific organizations within your discipline and institutions with proven records of producing diverse and talented graduate students.  

• Develop pipeline programs to increase the diversity of student/trainees at all stages of higher ed (e.g., NIH undergrad training programs, BTAA-AGEP). |                                                                                                                                                                                                                                                                |                                                |               |
| future applicant  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |               |
| pools             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                  |               |

For more information or additional copies of this resource, please contact the Office of the Provost, faculty@uiowa.edu.