TIPS FOR CREATING A DIVERSE CANDIDATE POOL

- Write directly to colleagues to request nominations of minority and women candidates.
- Attend and encourage your colleagues to attend conferences, particularly ones that attract large numbers of women and minority faculty. Combine your visits with recruitment efforts for present and future positions.
- Follow up contacts at professional meetings with recruitment letters/phone calls that describe your department. Demonstrate interest in an individual’s candidacy for faculty positions.
- Write to historically Black, predominantly Latin, and tribal colleges and universities to secure a list of faculty in various disciplines, doctoral students who are graduating, as well as alumni pursuing doctoral degrees.
- Every committee member should contact women and minorities directly to inform them of anticipated vacancies and invite their applications.
- Write to minority and women graduate students one year prior to their completion of a Ph.D. program to inform them of upcoming job openings. These students can be located in the National Minority and Women Doctoral Directory (http://www.mwdd.com/index.asp) or Southern Regional Education Board (http://www.sreb.org).
- Maintain contact with women and minority graduate students with whom your unit has unsuccessfully attempted to recruit for graduate study. As they complete their graduate studies at other universities, they may become candidates for faculty positions.
- Consider women and minority candidates who have performed successfully as instructors, lecturers, or research associates in the department and at other institutions.
- Contact women and minority senior faculty who have received significant national grants or professional recognition for recommendations of women and minority scholars.
- Highlight the ability for women and minority candidates to join and teach in interdisciplinary programs, such as Women’s and Gender Studies, Jewish Studies, African & African American Studies, International Studies, and the Honors College.
- Consider a faculty exchange program with a historically Black, Latin, or tribal college or university. Consider cooperative working arrangements with such institutions.
- Use the visiting scholar model to create opportunities for women and minorities. This contact may lead to recruitment of tenure-track positions.