Best Practices Checklist for Faculty and Staff Recruitment and Retention

Creating and Maintaining a Diverse Workforce

☐ Ensure strong and visible leadership as the model for a commitment to diversity
☐ Include a commitment to diversity and inclusion into formal, long-term plans (mission, strategic plan)
☐ Establish committees and organizations to both inform top management and to support diversity
☐ Evaluate organizational policies, practices, and attitudes which may adversely impact diversity
☐ Form support groups and mentorship programs for minority faculty and staff
☐ Conduct consistent assessments of the organization’s diversity efforts
  • Identify needs and problem areas
  • Make recommendations and implement changes where needed

Position Opening

☐ Contact VP to determine if position is in a job group that has a placement goal in the Affirmative Action Plan (AAP)
☐ Develop an up-to-date job description
☐ Check for bias in the language of the job description
☐ Include diversity values and commitment evaluation criteria in the job description

The Search Committee

☐ Select a diverse committee with multi-faceted experiences and/or disciplines
☐ Contact Office of Institutional Diversity and Inclusion (OIDI) and Human Resources Management for Search Committee training
☐ Use the unique qualifications of committee members to provide diverse ideas during the search

Networking and Outreach

☐ Brainstorm on methods to attract a diverse applicant pool
☐ Make connections with and reach out to potential applicants
☐ Contact Historically Black Colleges and Universities (HBCUs) and other minority serving institutions
☐ Contact peer and peer plus universities to network within these institutions
☐ Be pro-active—do not wait for responses to ads only
☐ Maintain records of all networking and outreach efforts
Best Practices Checklist for Faculty and Staff Recruitment and Retention

- **Advertising and Recruiting**
  - Discuss strategy if position has an AAP placement goal
  - Create ad language that conveys a commitment to diversity and makes both the position and the community attractive
  - Include Affirmative Action/Equal Opportunity Employer language in ads
  - Include general and targeted diversity ad locations
  - Contact OIDI for advertising resources
    - The National Registry of Diverse & Strategic Faculty (institutional license)
      - Access to database of minority faculty seeking positions
      - Post positions for minority faculty applicants to view
    - Excel database containing minority publications by discipline available on OIDI website or can be customized for each search by request
    - Listing of traditional minority-serving institutions available on OIDI website
  - Maintain records of all advertising and recruiting efforts

- **Interview Process**
  - Screen applicants using a consistent process and utilize a rubric based on position needs
  - Reduce potential bias in evaluating applicants; some factors which may cause bias include names, dates, involvement in organizations (i.e., religious or political affiliations)
    - May wish to conduct “blind” reviews where factors such as these are redacted or removed by a neutral, third party before evaluation process occurs
  - Develop an interview question bank void of potentially biased or unlawful questions
  - Develop a consistent interview schedule for every candidate
  - During the interview, remain focused on the applicant’s qualifications/credentials and the position’s needs
  - Include time for candidate to explore local community and culture

- **Hiring and Retention**
  - Provide support network for newly hired faculty/staff member
  - Provide training to all department members to promote diversity and inclusion as a regular part of faculty/staff development
  - Use diversity values and commitment criteria in the evaluation process