

## Recruiting Outreach Strategies

Commit the Department to an *ongoing* recruitment strategy:

- Set up a Department committee to identify potential candidates and bring them to campus for visits.
- Have faculty identify postdocs through colleagues, including minorities and women and invite them to give seminars, and encourage them to apply for jobs at UCSC.
- Offer postdocs to bring in qualified graduates, including minorities and women, as visiting researchers.
- Keep an eye on the "pipeline" at professional meetings: attend sessions at annual meetings where minority and women scholars are giving papers, make a point of talking to them afterward, and let them know about your program and about your present and potential future searches.
- Offer public programming (conferences, workshops, productions) likely to interest members of underrepresented groups.
- Invite Ph.D. candidates, including women and minorities, to campus to meet faculty, participate in department colloquia, etc.
- Involve faculty in campus programs for minority and women undergraduates.
- Involve current women and minority faculty in outreach efforts.

***Include a contact person's phone number and email address in outreach materials, so that candidates can call and ask questions***

For each recruitment, develop a comprehensive recruiting strategy:

- Define positions to include areas in which women or minority scholars are most likely to be active.
- Make sure a diversity of perspectives is represented on your search committee, both in faculty and in any student representation.
- Ask department faculty to contact their professional organizations, including any women or ethnic minority caucuses, to advertise the position or suggest potential candidates.
- Send position descriptions and invitations to apply to a wide network including:
  - career services and women and minority program offices
  - Ph.D. programs in the country in your discipline
  - lists of Ph.D.s solicited from comparable institutions
  - lists of relevant professional organizations' members (some sell mailing labels) lists of minority and women scholars organizations
  - ethnic studies departments (for relevant disciplines)
  - doctoral candidates listed in the Minority and Women Doctoral Directory (when available)
  - listserves or other email advertising
  - Fellows of the UC President's Postdoctoral Fellows Program
  - journals targeted at underrepresented groups

- Distribute job descriptions at annual meetings and conferences.
- Use career services offices of professional organizations.
- Have all faculty do personal networking: write letters, make phone calls, and send email notes to senior scholars, including minority scholars both on and off campus, who could help identify qualified minority candidates.
- Follow up their suggestions with personal letters, phone calls, and email.
- Describe the multicultural nature of the program (if applicable) and diversity of the student body to potential candidates.
- Describe the interdisciplinary opportunities at UCSC that enable minority and women scholars to connect productively with others across department lines.
- When candidates come to campus for interviews, provide an opportunity for them to meet with women and minority scholars from a range of departments.
- Make sure that interviewees have a chance to talk to minority/female students in the program.

Be creative in making appointments:

- Appoint a promising candidate before the Ph.D. is completed but delay the start date for a year.
- Delay the start date even further to allow a candidate to take a postdoc – along-term, visible commitment.

**The Office for Diversity, Equity, and Inclusion provides a web page that offers faculty recruitment outreach sources. Several links can be found to directories, databases, associations, and societies that may be useful for your recruitment.**

**Office for Diversity, Equity, and Inclusion  
Affirmative Action Resources for Faculty Outreach**

**[http://diversity.ucsc.edu/eo-aa/aa/faculty\\_outreach.html](http://diversity.ucsc.edu/eo-aa/aa/faculty_outreach.html)**