SOME INFORMATION ON AFFIRMATIVE ACTION HIRING
FOR FACULTY SEARCHES

Some possibilities for increasing the diversity of our candidate pool include the following:

1. Word the job description to be as general as possible while still meeting departmental needs so that more diverse candidates can be included.

2. State that a Ph.D. is required for tenure, not for the initial hire. Some of our most outstanding faculty came to UMF without their Ph.D. work completed and did earn their degree in a reasonable amount of time once here.

3. Check the references that list women and minorities seeking jobs in the resource directories and vita banks in Sandy Lord’s office. Send a letter to appropriate candidates notifying them of the job opening and urging them to apply.

4. Check the list of Historically Black Colleges and Universities to see if some have Ph.D. programs in the area in which you are hiring, and send a notice of our position along with a letter to the appropriate dean, chair, or director. Check out this website for a list of the colleges: http://www.smart.net/~pope/hbcu/hbculist.htm And here’s another site with the HBCU’s listed by state with their addresses http://www.edonline.com/cq/hbcu/c_state.htm

5. Send a letter to the minority caucuses of the professional associations within your discipline urging members to apply for the position.

6. Call or write colleagues in other institutions urging them to get the word out about the position.

Note: We have considered advertising in Black Issues in Higher Education and Hispanic Outlook, but we have decided against it because, while desirable, we didn’t think it was cost effective. In talking to people at other campuses, we have understood that individual contacts, like those suggested in #3 through #6 above, are the most effective.