Step I: Complete UCI-AP-80A – Search Plan & Advertisement

- **Search Committee Composition**
  - Represents a diverse cross section of the faculty.
    - You may need to look beyond your department to avoid overworking members of less represented groups.
    - Commitment to diversity.
  - Ensures minorities and women have an equal opportunity to serve.
  - Should think carefully about their own biases and unconscious preferences. Exercise: http://implicit.harvard.edu/implicit/demo

- **Advertisement**
  - Describe the position as broadly as possible to attract the largest available pool.
  - Recruit in areas with higher availability of women and minorities.
  - *Please use the statement below in your ads:*
    - UCI is an equal opportunity employer committed to excellence through diversity and strongly encourages applications from all qualified applicants, including women and minorities. UCI is responsive to the needs of dual career couples, is dedicated to work-life balance through an array of family-friendly policies, and is the recipient of an NSF Advance Award for gender equity. *If cost is prohibitive, this is the minimum statement needed:*
    - UCI is an equal opportunity employer committed to excellence through diversity and strongly encourages applications from all qualified applicants, including women and minorities.
  - Advertise with organizations and publications targeted to women and minority audiences & those for general distribution.
  - Post at or recruit from Faculty for the Future (no charge): http://www.engr.psu.edu/fff/

- **Proactive Search**
  - Use networks and personal contacts with colleagues, including diversity-related opportunities at professional conferences.
  - Use the minority and women’s doctoral directory in your dean’s office (mailing labels FREE from OEOD!)
  - Consider non-ladder rank academics (lecturers, professional researchers and postdoctoral fellows as potential candidates).
  - Timely search: don’t lose excellent candidates
  - Be aware of the availability data for your discipline(s) – see: http://www.eod.uci.edu/availstats.html

**Equity for Excellence**
EQUITY ADVISORS ARE A RESOURCE:

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BEST PRACTICES FOR ACHIEVING EQUITY & DIVERSITY IN THE FACULTY RECRUITMENT PROCESS

UCI ADVANCE Program
National Science Foundation Award for Institutional Transformation
Principal Investigators:
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For more information and references visit our website: http://advance.uci.edu  eff 11/05