

11. Attend Equity Advisor Search Committee Workshop and engage the Equity Advisor throughout the search process.
12. Encourage candidates to complete voluntary RECRUIT Survey.
<http://recruit.ap.uci.edu>
13. Complete **AP-80b** Interim Search Activity Statement and submit to Dean's Office in a timely manner and be responsive to questions or comments a faculty Equity Advisor may have.
14. Provide Equity Advisor with completed **AP-80c** Final Search Activities Statement.

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UNIVERSITY of
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FRDAP08

ADVANCE Program for Faculty Equity and Diversity

EFFECTIVE PRACTICES

FOR A
DIVERSE
APPLICANT POOL



Faculty Recruitment

and Effective Practices

This brochure describes the steps to generate a diverse applicant pool for faculty appointments. It complements other ADVANCE recruitment brochures.

1. Review past hiring performance.
2. Consult non-tenured and tenured PhD National Availability Data by Discipline: <http://www.eod.uci.edu/availstats.html>
3. Establish criteria for position prior to opening search, include them in the advertisement, and refer to them when evaluating candidates.
4. Define position broadly; limit rank to either tenure-track or

tenured — not open—, and include campus equal opportunity statement in all search advertisements. For examples, visit recruitment page at <http://advance.uci.edu/>

5. Place advertisement in key venues, i.e. general field publications, web-sites of professional associations, and affinity and/or special interest organizations within the field.
6. Use the minority and women's doctoral directory in your dean's office, the UC President's Postdoctoral Fellows list <http://www.ucop.edu/acadadv/ppfp/fellows-list.html>, and other more customized data bases such as the women in science and engineering database sponsored by Rice University <http://advance.rice.edu/database/> and the Faculty for the Future database sponsored by Pennsylvania State University www.facultyforthefuture.org.

7. Solicit nominations from chairs of committees on diversity and equity or the status of women and minorities of professional associations and special interests professional organizations.
8. Attend affinity/special interest organizations' meetings and sessions at professional conferences.
9. Invite guest lecturers and visiting professors from diverse institutions, including Historically-Black Colleges & Universities, Hispanic-Serving Institutions, Tribal Colleges and Universities, and Women's Colleges.
10. Complete **AP-80a** Search Activity and Advertisement Form and submit to Dean's Office in a timely manner and be responsive to questions or comments that your Equity Advisor may have.

