Search committee planning: Conducting an inclusive search

In preparing your diversity plan:

1. First impressions matter. How potential applicants read our ad affects how they think about the position and the college and their likelihood of applying. Many candidates will have little or no experience with residential liberal arts colleges. How can the position description and candidate qualifications in the job ad broaden the pool of applicants and demonstrate the Beloit values diversity and inclusiveness?

2. Every field has resources related to diversity recruiting ranging from databases to advertising venues to tips on best practices. A web search is likely to uncover these. Your plan should incorporate the information you find most helpful.

3. It’s also likely that your field has practices, venues, and/or networks associated with successfully identifying and recruiting candidates from underrepresented populations in higher education. We need to access that culture, and a potentially valuable resource in this regard are the individuals in your field who have put thought and work into changing how we recruit so we attract the deepest and most diverse candidate pool possible. As you plan your search, we ask that that you identify these experts, reach out to them, and include in your planning the advice they offer.

   - What individuals or institutions in your field have been particularly successful at attracting and developing a diverse array of faculty members? How can you learn more about their success?
   - What advertising venues outside of the usual disciplinary journals and websites might your department/program use to reach the widest possible pool of diverse applicants?
   - Does your field offer a database of recently minted Ph.D.s from underrepresented populations or other resources that might help put you in contact with a deeper and more diverse pool of applicants?

4. Acting on information specific to your field, please develop a list of graduate programs that members of the committee will contact personally about the opening at Beloit. (We strongly suggest a plan that involves more than emailing the ad to the department chair.) Would it be possible to gain from the Director of Graduate Education at those programs names of individuals to contact personally?

5. What other networks, connections, and/or venues might help connect you with potential candidates for this position and help them learn more about the attractiveness of the position?
While conducting the search:

1. What steps will the search committee take to protect against unconscious bias in the search process? When the search committee meets with Human Resources and the Provost, we will discuss unconscious bias and ways of mitigating it. It’s important for the committee to adopt a set of practices that reinforce the latter and to adhere to them.

2. How might your department/program enhance the on-campus visit experience for all finalists and draw attention to intercultural engagement and development as a core component of Beloit’s mission?

*The dean’s office will place the ad for the approved position after receiving a written copy of the search committee’s recruitment plan.*

Please keep in mind: Recruiting is a long-term proposition and much of it keys on relationships. Even when you’re not anticipating a search, look to widen your circle – go to panels with young minority scholars, introduce yourself, and maintain contact with those who seem most promising. One never knows when one might be in a position to conduct a search. Moreover, while Beloit may not recruit these particular individuals, they may become a source of information and wisdom at a point when you are conducting a search.