

Recruiting a Diverse Faculty

- Include the appropriate equal opportunity and affirmative action language in all postings, as follows: **“UCF is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply, including minorities, women, veterans, and individuals with disabilities. As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.”**
- Make best efforts to **assemble a search committee that is diverse** by at least by race/ethnicity and sex. Also consider other diversity characteristics such as age, sexual orientation, disability, etc. Consider obtaining members from outside the department or outside of UCF (eg. community partners; business leader; alumni) if necessary to add diversity.
- **All search committee members should take a few** of the following Harvard Implicit Association Tests (IATs) prior to the first search committee meeting: <https://implicit.harvard.edu/implicit/takeatest.html>
 - Race IAT, Asian IAT, Native IAT, Arab/Muslim IAT, Gender-Career or Gender-Science IAT, Sexuality IAT, Disability IAT, Age IAT.
- Recruit for diversity. Constantly recruit minorities and women by knowing where to find them, staying in touch with associations and schools successfully supporting or graduating minorities, etc. Email the job posting to career or placement and alumni offices at minority-serving institutions- especially those that award doctorates in your field. Consider diverse life experiences, backgrounds, research interests related not only to race/sex but age, religion, disability, sexual orientation, economic status, etc.
- Hiring official or search chair should consider **tasking one committee member** with helping the committee successfully consider diverse perspectives and credentials, regardless of her or his race or sex.
- **Assess the race/sex diversity of the applicant pool, at least after screening for minimal qualifications.** Your HR liaison who have “Hiring Manager” access to PeopleAdmin can provide group (not individual) race/gender data. Should have at least two men and two women of at least three different racial groups at earlier stages (first and second rounds) and at least a male and female of two different racial groups at a later stages (third and final rounds). Consult IKM data for the demographics of the CIP code for the degrees and years of experience required: <http://ikm.ucf.edu/facts-figures/national-doctoral-data/>.
- **If the pool is not diverse**, consider additional recruitment or re-review previously eliminated candidates to be sure that selection factors are applied fairly.
- Assess how the final round candidates meet your department’s (1) teaching, (2) research and (3) diversity goals. Include this information in the search committee’s recommendation to the hiring official.