

Faculty Search Statement of Affirmative Steps Examples

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One of the most important steps in a successful search is making the applicant pool as broad and highly qualified as possible. Thus, it is important to be proactive in developing the pool. Towards that aim, each faculty search committee is required to develop a statement explaining the affirmative steps it intends to take to build a diverse and highly qualified applicant pool.

The committee is encouraged to use the following as they plan an active recruiting strategy:

1. [UD ADVANCE Recruitment Guide](#)
2. The IPEDS demographic data on doctoral completion by field. The IPEDS data will be provided by the Office of Institutional Research and Effectiveness.
3. Use professional society networks for sources of recruits.

Examples of steps a search committee may include:

The following provides some specific ideas. Be creative and think active recruitment!

1. Include text in the job ad that explicitly signals that the Department and College value diversity and inclusion.
2. Advertise to professional societies of diverse communities and social media, such as National Society of Black Engineers.
3. Directly contact colleagues and ask for recommendations of current or recent students/postdocs who might apply.
4. Meet potential candidates (especially from underrepresented groups) at conferences and encourage them to apply. Continue to do this over time to cultivate a pipeline of potential candidates in years to come.
5. Consider recruiting faculty members who have already established programs at other institutions, particularly for open-rank search. With their established record of accomplishment, it would be easier to evaluate their likelihood of doing well in our open position.
6. Solicit suggestions from current faculty based on past seminar speakers who may have visited UD previously to speak in one of the non-department seminar series (e.g., center seminars).
7. Invite potential candidates to give seminars in the department during the year, even if they are not yet looking for jobs. This would be a way for us to show the strengths of the program to potential future candidates.
8. Committee members continuously identify research groups working on areas that are considered of strategic value and importance for growth at UD. The intent is to contact either group leads or even individual members to invite applications.
9. Have all faculty, not just the search committee members, disseminate ad through their networks to widen the reach.