



Continuous Active Recruitment Tip Sheet for SEAS

- **Develop relationships with possible “sender” schools and departments** so that information about promising candidates is received and can be relayed to the search committee in a timely manner.
- **Select at least one faculty member to be dedicated** as a year-round point person to work on cultivating relationships with prospective candidates. Such candidates can be invited to campus for special events so they can interact with members of the department.
- **Use electronic job-posting services**, particularly those targeted at diverse groups such as minority and women’s caucuses or professional networks in your discipline. (See Continuous Active Recruitment Resources sheet.)
- **Make personal contacts**, including women and minorities, at professional conferences and invite them to apply.
- **Ask faculty and graduate students to help identify** strong candidates, including women and minority candidates.
- **Contact colleagues at other institutions** to seek nominations of students nearing graduation or others interested in moving laterally, making sure to request inclusion of minorities and women.
- **Place announcements** in websites, listservs, journals, and publications, including those aimed specifically at underrepresented minorities and women. (See Continuous Active Recruitment Resources sheet.)
- **Identify suitable faculty at other institutions**, particularly women and minority faculty who may currently be under-placed, and send job announcements directly to them.
- **Contact relevant professional organizations for rosters** listing women and minorities receiving PhDs (or other relevant degrees) in the academic field.
- Be aware that **most academic fields have resources** (listservs, email groups, etc.) that can help you identify or reach qualified women and minority candidates. Either seek these out on your own, or request assistance from UVA CHARGE uvacharge@virginia.edu in identifying them.
- **Get onto fellowship panels** to see where the promising graduate students are.
- Attempt to find out where very talented UVA undergraduates and graduate students currently work and/or study. **UVA undergraduates are a high-quality source of faculty candidates** once they receive their PhDs and may be easier to retain due to their existing commitment to UVA.
- Ensure that **female and minority members of the campus faculty are not excluded from consultations** regarding their knowledge of potential candidates, and are encouraged to actively encourage all faculty to refer potential candidates.
- Broaden the pool by **making efforts to identify individuals who have achieved excellence outside academe**, in business or industry.
- **Encourage all department faculty** to employ these continuous active recruitment strategies.
- When a search opens in the department, it’s a good idea for the search committee is encouraged to **solicit ideas from the whole faculty** about their inquiries to date.



How to Avoid Having Your Active Recruitment Efforts Backfire “Women and minority faculty candidates, like all candidates, wish to be evaluated for academic positions on the basis of their scholarly credentials. They will not

appreciate subtle or overt indications that they are being valued on other characteristics, such as their gender or race....It is important that contacts with women and minority candidates for faculty positions focus on their scholarship, qualifications, and their potential academic role in the department” (University of Michigan 2014).