TIPS FOR CREATING AN INCLUSIVE POSITION DESCRIPTION

Make sure the announcement strongly expresses the university's commitment to affirmative action/equal opportunity (AA/EO) and encourages underrepresented groups to apply. See Resource Page 7.

Use an AA/EO statement that goes well beyond the minimum in stating the unit's commitment to diversity.

Develop to offer broad descriptions of scholarship, experience, and disciplinary background. Take into consideration the specific needs of the department as well as the broad needs of the institution.

Where appropriate, state qualifications preferred instead of required. Use should rather than must.

Whenever possible, be flexible with arbitrary numeric measures, such as years of experience.

In addition to a letter of application and a curriculum vitae, request other materials such as copies of articles and samples of course syllabi.

Ask applicants to describe their experience with diversity issues, diverse students, and working in multicultural environments.

Use phrases like the ones below to emphasize a commitment to diversity:

Experience with a variety of teaching methods and/or curricular perspectives

Experience interacting with communities of color

Experience working in cultures other than their own or multicultural environments

Academic experiences and interests in diverse groups

Interest in developing and implementing curricula that address multicultural issues

Demonstrated success in working with diverse populations of students

Adapted from Cornell University ADVANCE
Modified from Turner (2002). Diversifying the Faculty
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