

# TIPS FOR CREATING AN INCLUSIVE POSITION DESCRIPTION

Resource Page #6

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- 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