• 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