

Guidelines for Promoting Diversity in Faculty Hiring

1. In consultation with the department and the dean, and before the search, the search committee will assess the department's current demographics and its recent track record in hiring diverse candidates and will discuss the goals of diversity for the search.
2. Each search committee, in consultation with the department or program chair, will designate one of its members as a diversity advocate in a timely manner sufficient to accomplish the duties delineated below.
3. The diversity advocate will:
 - attend an orientation for diversity advocates;
 - before the search, identify potential sources for a diverse applicant pool;
 - before the search, review the position description to consider whether a broader or different description of subject matter may enhance diversity of curricular offerings and diversity of applicants;
 - during the search, consult with the dean regarding the diversity of the pool before on-campus interviews;
 - during the search, consult with other search committee and department members to maintain awareness of the goal of promoting diversity;
 - during the search, proactively insure that diversity and commitment to values of inclusive diversity are both considered as positive qualifications in the consideration of candidates;
 - soon after the search is completed, send a memorandum to the provost noting the steps taken in the interest of diversity, their results and suggestions for future searches.
4. Diversity advocates should make use of resources that will assist them in their function, including:
 - published guidebooks on diversity in faculty hiring (including resources available through the Director of Common Ground);
 - the Report of the Subcommittee on Faculty Recruitment and Retention of the Common Ground Action Committee (August 2005) ;
 - consultation with the Director of Common Ground and the Department of Human Resources;
 - consultation with faculty members who have served as diversity advocate in other searches.
5. It is University of Richmond policy that all announcements for faculty searches will include the following statement:

The University of Richmond is committed to developing a diverse workforce and student body and to supporting an inclusive campus community.

In addition, search committees should carefully consider incorporating additional language that specifies the significance of diversity for that position and the relevant department, program, or unit.

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