Building a Diverse Applicant Pool

Maintaining a diverse faculty is an integral part of fostering a vibrant academic community at Dartmouth. The most highly qualified candidates from underrepresented groups are in high demand, and recruiting the best faculty remains a priority.

Conducting an effective search requires preparation in the early stages of the process. Cultivating an applicant pool that includes many candidates who bring valuable perspectives and research experiences requires building a network to identify highly qualified individuals, and that can begin even before the opening is announced. For search committees beginning the recruitment process, it is recommended to:

- Maintain awareness of young scholars, especially women and individuals from underrepresented minority groups, who exhibit high potential for success at Dartmouth. Conferences are excellent opportunities for networking with pre- and post-doctorates in the job market. If your department is conducting an active search, be prepared to promote Dartmouth as a potential employer by bringing copies of the job listing and seeking out potential applicants.
- Reach out to scholars in your department and at other institutions who might be able to recommend potential applicants. Women and underrepresented minorities in academia, in particular, might be especially able to recommend candidates who will offer diverse perspectives and scholarship to your department.
- Become familiar with fellowship programs that offer funding to minority pre- and post-doctoral candidates. Consider attending events for such programs at major conferences to become familiar with emerging scholars and their work.
- Host events at Dartmouth for pre- and post-doctorates to share their research. These events will offer an opportunity for potential candidates to become familiar with Dartmouth and its faculty.

Job listings should be distributed widely to organizations within the academic community, and especially those that focus on increasing faculty diversity on a national level. See below for a list of organizations that can increase the visibility of your position and connect the committee with potential applicants. Lists include potential posting sites for the academic job market and directories of job-seekers and contact information.

All job listings and advertisements should include the following nondiscriminatory AA/EEO statement:

Dartmouth College is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Moreover, when crafting your job listings, keep the list of desired specialties broad to attract the widest array of interested applicants (keep specified search areas broad to attract the widest array of interested applicants.). Consider including language indicating that applications will be considered until the position is filled, which provides additional opportunity for your department to receive applications from qualified scholars. Proactive language indicating your department’s commitment to diversity can ensure that the advertisement is welcoming to all potential applicants. Examples include:

- “We are especially interested in candidates who can contribute to our department’s diversity through their teaching, scholarship, and/or service to the institution.”
• “Women, minorities, people with disabilities, and veterans are encouraged to apply.”
• “The school/department is interested in candidates who have demonstrated commitment to excellence by providing leadership in teaching research or service toward building an equitable and diverse scholarly environment.”

Source: University of Michigan Handbook for Faculty Searches and Hiring

Resources for Recruitment

OFFICE OF INSTITUTIONAL DIVERSITY AND EQUITY
Dartmouth’s Office of Institutional Diversity and Equity offers assistance to academic departments through the search process. The Faculty Search Committee Manual is a thorough document with advice for optimizing all stages of the search process. IDE is also available for consultation on individual searches.

DIVERSITY RECRUITMENT FUND
Endowment funds of $22.5 million offer about $1 million annually to assist in the recruitment of faculty members who will enhance campus diversity. Contact your appropriate dean and the Vice Provost for Academic Initiatives to learn more about how to access these funds.

OUTREACH FUNDING
The Office of the Provost offers support for departments to host pre- and post-doctorates participating in leading minority fellowship programs during regularly offered colloquia series. Such visits establish networks between Dartmouth faculty members and the most promising scholars, which are a resource that can be tapped in ongoing and future candidate searches. Requests for funding should be submitted to the Vice Provost for Academic Initiatives.

DUAL CAREER NETWORK
Many candidates will have a spouse or partner who will be looking for a career after relocating to the Upper Valley. The Office of Human Resources offers assistance for spouses and partners of faculty to find jobs at Dartmouth and with major employers in the surrounding region. It may be helpful to mention in your listing that Dartmouth is understanding of dual career needs and that resources are available.

Identifying Potential Candidates

Many fields will have online communities that can help identify female and under-represented minority scholars who might be competitive applicants. Some websites also compile lists of doctoral students and graduates who are interested in tenure-track positions. Some suggestions are listed below:

• Minorities Postdoc—Online community that maintains a database of postdoctoral fellows in STEM fields. Dartmouth’s institutional membership provides access to contact information for many minority job candidates listed here.
• Ford Foundation Fellow Directory—A directory compiled by the National Academy of Sciences cataloguing Ford Foundation Fellowship recipients, including current position and contact information.
• Roster of Women & Minorities in Physics—The American Physical Society maintains a database of several hundred women and minority physicists that includes contact information, educational background, and employment history.
• **Survey of Doctorates Awarded**—The National Science Foundation’s annual survey can provide broad information and trends about the market of potential applicants. While the survey does not include information about particular graduates, this can provide information about schools that graduate a high number of women and underrepresented minorities.

• **The PhD Project**—Aimed at increasing minority representation among business school faculty, the PhD Project manages a comprehensive list of institutions that offer business doctoral programs and a list of universities participating in the PhD Project.

### Advertising Resources

**GENERAL:**

- Academic Keys
- American Indian Graduate Center
- American Indian Science and Engineering Society
- Association of Women in Science
- Chronicle of Higher Education
- Diversity.com
- Faculty for the Future
- Geisel School of Medicine Resources (Password protected)
- Higher Ed Jobs
- IMDiversity.com
- Inside Higher Ed
- Insight into Diversity
- LGBT in Higher Ed
- Nemnet Minority Recruitment

**RACIAL/ETHNIC AFFINITY GROUPS:**

- American Indian Graduate Center
- American Indian Science and Engineering Society
- HBCU Connect
- The Hispanic Outlook
- Journal of Blacks in Higher Education
- National Organization for the Professional Advancement of Black Chemists and Chemical Engineers
- Society for Advancement of Chicanos/Hispanics and Native Americans in Science
- Society of Mexican American Engineers and Scientists

_Sources: University of Michigan Handbook for Faculty Searches and Hiring; Columbia University_