

# EQUITY, DIVERSITY, & INCLUSION

## BEST PRACTICES IN FACULTY RECRUITMENT & HIRING



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## BEST PRACTICES IN FACULTY RECRUITMENT & HIRING

*“The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.”*

### STRATEGIC VISION FOR FACULTY SEARCH

- ✓ Faculty hiring should be strategic, with the long-term vision of the department and the future of the discipline in mind.
- ✓ Recruitment should account for the current compositional diversity of the department, school, or faculty.
- ✓ Hiring framed exclusively in terms of “replacement” often replicates the status quo, limiting growth in new research areas and faculty diversity.
- ✓ The department’s strategic vision should identify any cluster or target hiring, including in concert with other departments.

### WRITING THE JOB AD & RECRUITING A DIVERSE APPLICANT POOL

- ✓ Use inclusive and unbiased language in the job advertisement, focusing on qualifications, academic background, and responsibilities. Avoid superlatives such as “excellence” and “exceptional”, which tend to discourage promising scholars from underrepresented groups from applying.
- ✓ Ensure the job ad highlights the department’s commitment to hiring candidates whose teaching, research, service and engagement contribute to compositional diversity and the diversification of ideas.
- ✓ Advertisements may request candidates include a diversity statement describing experience teaching diverse students, signaling the department’s commitment to a diverse applicant pool.
- ✓ Consult with colleagues from diverse backgrounds who may be able to assist in the recruitment of diverse candidates.
- ✓ Proactively recruit candidates at scholarly association meetings and by liaising with other departmental chairs.

### SEARCH COMMITTEE COMPOSITION

- ✓ The committee chair should be a leader, ensuring that members understand the job requirements and selection criteria.
- ✓ Provosts, Deans, and/or Chairs may designate an Equity, Diversity, & Inclusion (EDI) representative or charge the hiring committee chair with accountability for ensuring equitable processes.
- ✓ The composition of search committees should be intentionally inclusive of members of equity groups (women, visible minorities, persons with disabilities, Indigenous peoples, and LGBTQ+).

### SHORT LISTING & RANKING CANDIDATES

- ✓ The committee chair should discuss principles of nondiscrimination and conscious and unconscious biases in hiring.
- ✓ The chair must ensure committee members provide evidence to support their opinions about a candidate.
- ✓ Spend an equivalent time evaluating each candidate’s strengths and weaknesses prior to assessing and ranking candidates.
- ✓ To ensure an equitable playing field, provide all candidates with a common set of instructions regarding the interview and teaching and research presentations, specifying: the time allotted for the formal research presentation and the Q&A, who will moderate the question period, and general expectations and protocols.

### CAMPUS VISIT & THE INTERVIEW

- ✓ The hiring committee must be respectful and inclusive toward all candidates, modelling the institution’s commitment to diversity of faculty, staff, students, and the diversification of ideas.
- ✓ Departments may want to provide all job candidates a tour of the university, and opportunity to speak with diverse colleagues and students both inside and outside the department.
- ✓ In advance of the campus visit and the interview the department chair and the hiring committee should identify questions and develop an evaluation matrix for all job candidates.

### THE JOB OFFER

- ✓ The recruitment and selection process, and first and final offers should be documented, and all official documents related to the search should be confidentially retained by the faculty consistent with university privacy and confidentiality po