

Search Procedures for Tenure-Line Positions

Building the Candidate Pool

Regular searches in fields unrelated to diversity will not yield diverse hires unless departments/search committees take additional steps. It takes time to undertake the research and outreach efforts necessary to develop an applicant pool of high quality and diverse candidates. Much of this work will likely occur over the summer, but it may well need to continue into the fall. The dean and chief diversity and inclusion officer welcome inquiries about ways in which they can support the outreach efforts of departments/search committees. Building the strongest and deepest possible applicant pool requires that the department/search committee advertise broadly and employ creative networking and innovative search strategies.

Placing ads in either discipline-specific or general-purpose media, although necessary, is rarely sufficient to attract the best candidates and most diverse applicant pool. It is important for Amherst to convey to potential candidates its commitment to outstanding scholarship and teaching, and to attracting and supporting a diverse student body and faculty.

Departments/search committees should consider soliciting nominations from the chairs and placement directors of leading graduate departments and from others in the discipline who may be in a position to help identify promising candidates. Also useful is consulting with disciplinary professional societies, which can often provide information about recent recipients of Ph.D. and post-doctoral fellowships, such as the Ford Foundation, the Consortium for Faculty Diversity, and the NSF-AGEP program, and specialized conferences such as SACNAS (Society for the Advancement of Chicanos and Native Americans in Science). Finally, reviewing recent professional conference programs for interesting candidates can also yield excellent candidates. Contact Chief Diversity and Inclusion Officer [Norm Jones](#) for assistance. Please do not hesitate to reach out to tenure-track members who may be under-placed or open to moving to an institution that offers excellent opportunities for teaching and research.

Both before and after the deadline mentioned in the ad, search department/search committee chairs should review their pools of candidates to verify whether they are of the desired quality and diversity, whether candidates who were contacted have applied, and if corrective actions are warranted. The dean and chief diversity and inclusion officer will follow up with departments/search committees, as needed.

Funding to Support the Work of Building the Candidate Pool

Funds are available to assist departments/search committees with the work of building diverse applicant pools. Please contact Dean of the Faculty [Catherine Epstein](#) if additional support is needed.