

## Building a Faculty that is More Demographically Representative of Amherst's Student Body and the Country

### Recruitment Fundamentals for Search Committees

The following articulation of some of the college's foundational principles for shaping its community, written by Amherst's Board of Trustees two decades ago, provides a compelling guidepost as we work to bring scholar-teachers to Amherst who are more demographically representative of the diversity of our student body and the country. "...The college's commitments both to distinction and to inclusion have brought to Amherst a long line of extraordinarily talented students and scholars who have enriched our campus, our country and the world. Amherst is a community that draws its strength from the intelligence and experience of those who come here to learn, to teach, to work. We reaffirm our goal of fashioning the Amherst College community from the broadest and deepest possible range of talents that people of many different backgrounds can bring to us."

The success of our college depends on the faculty's participation in this recruitment effort. We seek representation of all forms of diversity, including, but not limited to, race, religion, ethnicity, ability, gender, gender identity and/or expression, sexual orientation, and country of origin.

Data suggest that the use of strategic and imaginative methods of recruiting individuals results in candidate pools that are much more likely to be demographically representative. The approach that we take to building candidate pools must be disciplined, rigorous, ongoing, and systematized.

In furtherance of the goal of diversifying the faculty, the steps outlined here should be considered the standard practice for all searching departments.

#### **Departments are asked to work on the following projects on a constant, ongoing basis:**

1. Maintain a list of programs that produce Ph.D.s in your discipline, broadly defined, that are known to produce job candidates who are more demographically diverse.
2. Maintain a list of pathway programs that can help you find viable candidates for positions in your department.
3. Maintain a list of professional associations (both in the field and more broadly) that compile and house lists of Ph.D. candidates by diverse characteristics. If possible, join the list serves of such groups to establish a regular system of updates and communication.
4. Maintain a library of conference programs to help identify scholars-of-interest as either potential candidates or as key references for identifying faculty who are more demographically diverse and other candidates.
5. Maintain a database of potential candidates who are more demographically diverse at all stages of their careers whom department members have met through their professional networks. The database should be updated regularly.
6. Maintain a database of Amherst alumni who are more demographically diverse and contact them to make connections and obtain referrals. Encourage alumni who are pursuing careers in academia to consider returning to Amherst as faculty. Encourage current students and alumni who are more demographically diverse to pursue careers in academia.

7. When department members attend conferences, they should make every effort to meet scholars in their fields who are more demographically diverse. The names of scholars with whom faculty meet should be entered into the departmental database.
8. Maintain ongoing contact with potential candidates in the database. The Office of Diversity and Inclusion can assist with the management of the database.

**When building the candidate pool after an FTE has been allocated, do the following:**

1. Write ads that describe the position in the broadest terms. Keep in mind that the candidate's area of research need not be the measure of whether she or he can be successful at teaching the department's curriculum.
2. Send all ads to Janet Tobin ([jstobin@amherst.edu](mailto:jstobin@amherst.edu)) for final editing. Janet will ensure that ads are shared with the dean of the faculty and the chief diversity and inclusion officer. Their approval of the ad is required before it can be placed.
3. Share the ad widely. Be sure to do the following:
  - Post the ad in all appropriate professional venues.
  - Ask faculty colleagues outside your department to post the position to their respective list serves.
  - Acquire the most current list of alumni of color who have earned Ph.D.s from the Office of Diversity and Inclusion; send the ad to all relevant individuals on the list, asking them to share the opportunity with their respective networks.
  - Keep track of all postings, along with responses and inquiries.
4. Contact department chairs and graduate studies program directors in your discipline, broadly defined, about the open position.
  - Ask chairs and program directors to nominate candidates for the position.
  - Personally contact and invite scholars of color to apply.
  - Search committee members should make phone/face-to-face contact with potential candidates.
  - Track all communications.

**When preparing to invite candidates for preliminary and final interviews, do the following:**

1. Attend implicit bias workshops and otherwise familiarize yourself with issues of implicit bias.
2. In advance of screening candidates, develop and agree on the rubrics/criteria according to which selection decisions will be made. Create a template of these rubrics/criteria.
3. Develop an interview protocol that addresses issues of diversity and inclusion.

**When candidates have been hired, do the following:**

1. Share information about development opportunities for new faculty with new hires. These opportunities include resources for faculty mentoring, social gatherings for diverse faculty, and other programs intended to retain diverse talent.