

Recruiting a Diverse Faculty

- Consult the [Inclusive Faculty Hiring Guide](#) and [DEI Glossary](#) from Faculty Excellence.
- Include the appropriate equal opportunity and affirmative action language in all postings, as follows:

“The University of Central Florida is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law. UCF's Equal Opportunity Statement can be viewed at: <http://www.oie.ucf.edu/documents/PresidentsStatement.pdf>. As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request. UCF's affirmative action plans for qualified individuals with disabilities and protected Veterans are available for inspection in the Office for Institutional Equity, Monday through Friday, from 9:00 a.m. to 5:00 p.m., upon request.”
- Make best efforts to assemble a search committee that includes individuals with a demonstrated commitment to diversity. It should include members with different backgrounds, perspectives, and expertise. Individuals should have knowledge of the substantive and the technical expertise to effectively evaluate candidates. The committee should include individuals from groups that are currently underrepresented within the department. Consider obtaining members from outside the department or outside of UCF (eg. community partners; business leader; alumni), if necessary, to add diversity.
- Learn about bias. View [Blind spots: Challenge assumptions](#) and [Implicit Bias: Peanut Butter, Jelly and Racism](#), two videos about bias and its impact. A resource for learning about a personal bias that you may be unaware of is the Harvard Implicit Association Tests(IATs). You can learn about this test at <https://implicit.harvard.edu/implicit/takeatest.html>.
- Recruit for diversity. Constantly recruit members of traditionally underrepresented groups and women by knowing where to find them, as well as staying in touch with associations and schools successfully supporting or graduating these individuals. Email the job posting to career placement and alumni offices at institutions serving underrepresented groups (e.g., HBCUs and HSIs)- especially those that award doctorates in your field. Consider diverse life experiences, backgrounds, and research interests. For more on recruiting for diversity, visit OIE's [Diversity Recruitment Resources](#).
- Hiring official or search chair should assign one committee member as the equity-minded advocate charged with helping the committee successfully consider diverse perspectives and credentials, regardless of their race, gender, or other protected class status.
- Prior to conducting interviews, the search chair should review the 'Acceptable/Unacceptable Questions' with search committee members to ensure that questions posed are legal and inclusive.
- Assess the race/gender diversity of the applicant pool, at least after screening for minimal qualifications. Your HR liaison, who has "Hiring Manager" access to PageUp can provide group (not individual) race/gender data. Should have more than one gender and at least two different racial groups at earlier stages (first and second rounds.)
- If the pool is not diverse, consider additional recruitment or re-review previously eliminated candidates to be sure that selection factors are applied fairly. Consult the Office of Institutional Equity (OIE) in cases where the applicant pool is not diverse. When sourcing options have been exhausted and/or it has been determined that selection factors have been applied fairly, a waiver of this requirement may be considered.
- Assess how the final round candidates meet your department's (1) teaching, (2) research and (3) diversity goals. Include this information in the search committee's recommendation to the hiring official.
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