

FAN Best Practices for **Inclusive and Equitable** Hiring

- Remember the four key components of the faculty search process: pre-search activities, active searches, candidate interviews, and follow-up.
- Leverage available resources at your institution related to the faculty search and hiring processes (best practices, trainings, rubrics, etc.).
- Consult with Offices of Institutional Diversity and Equity, Faculty Advancement, etc.
- Ensure that job postings explicitly state that your institution values diversity.
- Ask the search committee chair to talk to other committee members about the importance of a diverse pool/team.
- Recruit continuously even when you do not have an active search.
- Look systemically at your units' programs, processes, and history to identify areas for improvement.
- Form a diverse pool by expanding posting locations, including minority-focused professional networks and publications, and using social media.
- Use standard procedures throughout the search process (e.g. standard questions, standard evaluation criteria).
- Make sure selected candidates have access to the tools and resources necessary to succeed at your institution.