Diversifying the Faculty Initiative:
Just in Time Workshops

Topics Covered in the Workshops

**Session 1: Diversifying the Faculty: Reimagining the Search Process**

**Morning** 9:00 – 12:00
- Welcome and Introductions
  - Why Faculty Diversity Matters
  - Diversity in Hiring: Strategic Considerations
  - A New Approach to Recruiting a Diverse Faculty

**Afternoon** 1:00 – 3:00
- Forming the Search Committee
- Inclusive Hiring Myths and Realities
- Creating the Position Description
- Attracting A Diverse Candidate Pool
- Recruiting Resources & Advertising the Position

**Session 2: Diversifying the Faculty: Reviewing Applicants**
- Explore best practices for reviewing and screening applicant materials
  - Examine the research on bias and its potential impact on applicant screening
  - Review common shortcuts and their potential impact on applicant screening
  - Establishing criteria and creating screening template
  - Preparing the “short list”
- Review legal and illegal questions when interacting with candidates
  - Suggestion for Phone/Skype/Conference interview
  - Legal and Illegal questions

**Session 3: Diversifying the Faculty: The Campus Visit and Evaluating the Candidates**
- Preparing for the campus visit
- Evaluating candidates
- Assessing diversity qualifications
- Interrupting bias in the faculty search process

**Session 4: Diversifying the Faculty: Welcoming and Supporting New Faculty**
- Results of the searches and assessment of the initiative.
- Welcoming and supporting the new faculty members and other retention efforts
  - Orientation and expectations
  - Teaching and Learning in the Diverse Classroom workshops
  - First Year Cohort Support
  - Success at the Department Level
- Coaching/Mentoring New Faculty