

TOP 10 BEST PRACTICES

1. Build an effective search committee

- All members should have [attended the STRIDE search committee training](#) in the last three years.
- Complete the search committee [STRIDE Intake Form](#), which notifies the STRIDE Committee of your search, so that they can assign an Equity Process Advocate (EPA).
See [UofL STRIDE Handbook – Sec. III.6](#) | Page 12.
- Contact the STRIDE Committee (athena@louisville.edu) if you have any questions.
- Establish committee responsibilities, set the tone and build consensus on the search criteria and process in the first meeting.
See [UofL STRIDE Handbook – Sec. III.5](#) | Page 11 (Committee member responsibilities, Confidentiality form, Conflict Of Interest form) and [Sec. IV.2](#) | Page 19.
- Require/reward a high level commitment to diversity and excellence.
See [UofL STRIDE Handbook – Sec. III.2](#) | Page 9.
- Assign a staff member to support the search.
- Have processes in place for person-specific hiring.
See [UofL STRIDE Handbook – Sec. III.10](#) | Page 15.

2. Pay close attention to both the language and the posting venues of the job Ad

- Check the guidelines and the resources relating to *language* in the [UofL STRIDE Handbook – Sec. III.9](#) | Page 14.
- Use some of the language excerpts in the [UofL STRIDE Handbook Appendix 2](#) | Page 36.
- Post the job Ad in venues listed in [UofL STRIDE Handbook – Sec. III.8](#) | Page 14.
- Use online tools, such as [gender-decoder](#), for scoring the Ad language on equity criteria:
See [UofL STRIDE Handbook – Appendix 2](#) | Page 36.

3. Actively develop a diverse pool of applicants

- Network directly with newly established scholars.
- Review national pool and past search data and foster connections with institutions, on-campus postdoctoral programs, and professional organizations that train or support underrepresented groups in your field.
See [UofL STRIDE Handbook – Sec. IV.1](#) | Page 18.

4. Define the disciplinary area for your search as broadly as possible

- Search as broadly as possible. If you have multiple positions over a period of several years, consider **more broadly defined** searches, with a multidisciplinary search committee. See [UofL STRIDE Handbook – Sec. III.7 | Page 13](#).
- Consider searching in subfields that are more diverse. These can be called out specifically as areas of interest in your broad search.

5. Ask for information you need from applicants

- Ensure that all applicants know the criteria on which they are being evaluated.
- Provide a template or checklist and clear instructions about the application process.
- Require candidates to write about their current and planned contributions to diversity and inclusion in a [Diversity Statement](#) and use a [rubric](#) to evaluate it. Use the “*DEIB Rubric*” tool in [UofL STRIDE Handbook – Appendix 7 – Page 42](#).

6. Make sustained and conscious efforts to counter potential evaluation bias

- Discuss and define specific evaluation criteria before the search. Ensure all search committee members and department faculty have a clear and shared understanding of the criteria. See [UofL STRIDE Handbook – Sec. IV.2 | Page 19](#).
- Design evaluation tools, such as rubrics, that examine a candidate's strengths, accomplishments, and attributes along a variety of dimensions, including [rubrics](#) for evaluating Diversity Statements. See [UofL STRIDE Handbook – Sec. V.2 | Page 24](#).
- Consider the environment in which achievements were made.
- Be alert for bias around the candidate’s institution and/or subfield.
- Avoid global evaluations and summary rankings that fail to consider all of the search criteria.
- Use the “*Rising Above Cognitive Errors*” tool in [UofL STRIDE Handbook – Appendix 3 – Page 37](#).

7. Provide a welcoming environment and circumstances that will allow you to see the candidate at their best during the interview and campus visit (See [UofL STRIDE Handbook - Secs. VI.1-2 | Pages 27-30](#).)

- Attempt to avoid 'tokenism' in the interview pool by interviewing more than one female/minority candidate.
- Avoid telling a candidate that you are interviewing them or want to hire them because of the social group to which they belong.
- Ensure that all candidates meet a diverse group of people during their visit to campus.
- Provide complete information about the visit well in advance.
- Ask the candidate whom s/he would like to meet.

- Identify an appropriate faculty host.
- Ensure diversity in the audience for the job talk.
- Introduce the candidate's job talk with a summary of their accomplishments/expertise.
- Consider how welcoming the spaces in your department are (e.g. who is pictured?)
- Do not ask the candidate about their personal life (age, marital status, children, etc.) even in off-campus situations (e.g. dinner with the search committee). Questions about personal life can have unintended consequences.

8. Ensure that all candidates know about dual career support and family friendly policies.

- Provide an information packet to **all** candidates (rather than making this contingent on gathering inappropriate personal information).
- Be aware that dual career support is available to domestic partners of faculty recruits regardless of marital status or sexual orientation. Chairs, associate deans and deans – not individual faculty or the search committee – are the appropriate people to communicate with the candidate about dual career support.
See [UofL STRIDE Handbook – Secs. III.10](#) | Pages 15-17.

9. Manage the decision making process

- Consider only job relevant criteria in evaluating candidates and make sure the views of all faculty are heard.
See [UofL STRIDE Handbook – Sec. VI.3](#) – Page 30.
- Use the candidate evaluation [rubric/tool](#) for each step of the interview process, and refer to items on the evaluation tool when discussing the candidate, rather than subjective terms like “fit”.
See [UofL STRIDE Handbook – Secs. V.2-3](#) | Pages 24-25 & Appendix 4 | Page 38

10. Recruit the selected candidate and complete the STRIDE Data Debriefing

- Once a candidate is selected for a job offer, all relevant factors can be discussed.
- Provide detailed information to ensure that the negotiation process is positive and effective for all candidates. See [UofL STRIDE Handbook – Secs. VII.1-2](#) | Pages 31-32.
- Check the Initial stage pool's [Diversity characteristics on WorkDay](#)
- Prepare STRIDE Debriefing Document and discuss with your EPA and as a committee (use this [template](#))
- Email STRIDE Debriefing Document to athena@louisville.edu

BONUS ITEM! Develop department policies and practices that aid in faculty support and retention

- Create mechanisms to support diversity, equity, inclusion, and retention.
- Make sure new faculty are mentored well and supported from Day 1 to be successful.



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