

Appendix V

Strategies To Expand The Pool Of Minority And Women Candidates

In addition to advertising a position in a variety of publications, making direct contact with academic departments, professional organizations, and colleagues is an effective method of expanding your search. The following activities are recommended for specific searches, as well as for an ongoing strategy:

1. Professional Conferences

Encourage faculty who will be attending professional conferences or who will be delivering papers at other universities to combine their visits with recruitment efforts for present and future positions. They may provide institutions and potential candidates with general information about the University of Scranton as well as with information on specific job openings. They should also be encouraged to solicit curricula vitae from promising candidates.

2. Outreach Efforts

Establish a working relationship with similar departments at institutions with substantial numbers of women and minorities.

- Develop relationship/rapport with women and minorities who have received significant grants or professional recognition and ask for the names of promising women and minority scholars.
- Use a personal approach in recruiting candidates. Often outstanding potential candidates do not apply for advertised positions; they must be approached by a member of the search committee. If an individual declines a nomination or does not respond to your letter of inquiry, you may wish to telephone the person to determine if his or her reasons for declining can be addressed and resolved.
- HBCU's – Contact Historically Black Colleges and Universities
- Departments can inform the National Urban League and the national offices of Black Sororities and Fraternities of available positions.
- Departments may consider contacting the Affirmative Action Office at other universities, for some of them maintain lists of women and minorities at their institutions who are looking for academic employment elsewhere.

3. Applicant Pool

Solicit names of potential candidates from women and minorities at the University, as well as at institutions with strong graduate programs in the discipline, for women and minorities are often a part of an informal network. These names may be put into a card file or data bank along with the names of candidates from previous searches who either did not accept an offer at the University or who now may qualify for a position in your department. The card file or data bank should be continuously updated with new names

provided by women, minorities, students, and alumni from the University and other institutions.

4. **Professional Associations**

Solicit and request from women and minority caucuses within relevant professional and academic associations the names of potential candidates. It would be beneficial to maintain ongoing communication with these caucuses on a broad range of issues.

5. **Mass Mailing List for Vacancy Announcements**

Vacancy announcements should be sent to national higher education associations to inform them of professional faculty positions. These associations have their own network for publicizing job openings. In addition, a number of such associations contain special interest groups (e.g., the American Educational Research Association has Hispanic and Black Caucuses).

- It should be noted that the existence of the Women's Studies program on our campus helps attract female candidates. Any department or candidate with questions regarding our program should contact the Women's Studies director.
- Statements on a department's commitment to affirmative action and discussions of affirmative action issues within a discipline may be published in department newsletters or brochures that are sent to constituent groups and alumni, thereby informing them of a department's support of affirmative action goals and enlisting their assistance.
- Maintain ongoing contact with professional organizations, associations, and agencies that have a job referral service.
- Posting vacancy announcements on Professional Networks and services such as Affnet, AAAA, Diversity Works, Affirmative Action Register, and others.

6. **Home Grown Candidates**

If women and minorities are under-represented nationally in your discipline, efforts should be taken to aggressively recruit women and minority graduate students into that field so that the pool of candidates will be greater in the future.

- Consider hiring recent women and minority graduates from their department. This activity begins with recruiting outstanding women and minority students and tracking them after graduation.

7. **Alumni Affairs Lists**

Maintain close contact with women and minority graduates of the University of Scranton and encourage them to recommend this University to their students for both graduate training and for faculty positions.

- Departments can inform alumni publications at universities where women and minorities are well represented of available positions.

8. **Use of Fellowships, Internships, Sponsorships, and Post Doctoral**

As a long term strategy, departments can invite women and minority scholars from other institutions to participate in department-sponsored symposia and visiting professorships. A one-year visiting professorship to replace a faculty member who is on leave will not only assist a department in meeting its instructional responsibilities, but will also strengthen the link between the department at Scranton and a similar department at another institution.

- Departments can consider for the position women and minorities who have held part-time or temporary positions in their department.

During a search, if a search committee wishes to learn if its efforts to create a diverse pool of candidates have been successful, it may obtain data on the ethnic, racial, and gender composition of the pool from the committee chair.

SUMMARY

True, there are some disciplines in which women and minorities have not entered in large numbers, but there are no fields of study in which women and minorities have not been trained. One can enlarge the pool of candidates by applying the principles of an affirmative action search. This includes using bibliographies of women and minorities in academic disciplines and the professions; consulting with women and minorities in a department, college, and university; consulting with women and minorities in the same discipline at other universities and establishing a department of institutional relationship with colleges and universities where women and minorities are predominant.