



## Instructions for completing the position announcement

### A. Position Announcement

This information should be included in PeopleAdmin on the advertising/billing tab > ad copy field:

The position announcement describes the position and minimum qualifications and other desirable applicant attributes, contains the university affirmative action statement, and is used for advertising the position. Generally, the wording should be as follows:

**Paragraph 1**      **Position headers:** States the name of the college and department or the division and unit inviting applications, the position title, expected start date, and essential information about the department/unit, its programs and the position.

**General statement on diversity:** Includes a general sentence about the university and/or the college culture, such as:

- The university actively creates and nurtures a dynamic learning environment in which qualified individuals of differing perspectives, life experiences and cultural backgrounds pursue goals with mutual respect and a shared spirit of inquiry.
- UNH actively creates an educational environment that fosters diversity, inclusion and quality engagement for all.
- The University of New Hampshire is committed to creating a more diverse community, knowing that "inclusion, diversity and equity are values inextricably linked to our mission of educational excellence." This diversity strengthens our ability to reach our individual and collective potential and to provide better services and care for all faculty, staff and students.

**Paragraph 2**      **Qualifications:** States the minimum qualifications for the position in such a way as to encourage the largest possible pool of high-quality applicants. Includes desirable characteristics and experience.

**Statements for diversity qualifications:** Suggested statements for diversifying the pool include:

- Demonstrated commitment to diversity and social justice
- A commitment to sustain and advance the goals of the institution's diversity of students, faculty, and staff
- Experience working with college age and non-traditional students
- Experience and training in providing services that reflects multicultural competency

- Demonstrated ability to work collaboratively with diverse communities
- Skill in working productively with culturally diverse constituencies in the academic environment, and the ability to cultivate external relations
- Demonstrated commitment to promoting excellence to achieving ethnic, gender and cultural diversity
- Demonstrated ability to work with faculty, staff and students as well as community groups of diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds
- Success in the recruitment and retention of a diverse faculty and staff
- Demonstrate ability to lead in an increasingly diverse cultural, social, and ethnic community

Paragraph 3 Application instructions: Includes instructions for applying online through PeopleAdmin at <https://jobs.usnh.edu/>.

Paragraph 4 University description and mission: Includes a description of the university and a statement of mission and institutional identity:

- The University of New Hampshire is a major research institution, providing comprehensive, high-quality undergraduate programs and graduate programs of distinction. UNH is located in Durham on a 188-acre campus, 60 miles north of Boston and eight miles from the Atlantic coast, and is convenient to New Hampshire's lakes and mountains. There is a student enrollment of 13,000 students, with a full-time faculty of over 600, offering 90 undergraduate and more than 70 graduate programs.
- The University of New Hampshire is the state's public research university, providing comprehensive, high-quality undergraduate programs and graduate programs of distinction. Its primary purpose is learning: students collaborating with faculty in teaching, research, creative expression, and service. The University of New Hampshire has a national and international agenda and holds land-grant, sea-grant and space-grant charters. From its main Durham campus, its college in Manchester, and the School of Law in Concord, the university serves New Hampshire and the region through continuing education, cooperative extension, cultural outreach, economic development activities, and applied research.

Paragraph 5 EEO/Affirmative Action Statement:

The University seeks excellence through diversity among its administrators, faculty, staff, and students. The university prohibits discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Application by members of all underrepresented groups is encouraged.

## Instructions for Completing the Recruitment Plan

### B. Recruitment Plan

This is the information for the recruitment plan field in PeopleAdmin on the Advertising/Billing tab > Recruitment Plan field:

The Strategic Plan calls for the creation of campus environments that foster inclusiveness and quality engagement for all. We can make progress towards this goal by redoubling our efforts to recruit a more diverse faculty who reflect scholarly traditions, experiences, and excellence. Departments or hiring units are encouraged to research and utilize alternative recruitment strategies that attract faculty who have been historically underrepresented in higher education.

The recruitment plan is evidence of the search committee's commitment to inclusive excellence and should contain the committee's responses to the following:

1. Identify and describe the department's or hiring unit's current diversity composition (race, gender, etc.) and future needs. Use your best visual judgment to complete information on minority status for individuals. State your department's or hiring unit's diversity goals, particularly as they might apply to women and minority candidates, and create a plan for representing the department's commitment to diversity.
2. Describe qualifications in the position announcement that focus on opening the pool to a wide range of applicants, consistent with your diversity goals.
3. Define target audiences and reach those audiences with a well-placed ad in advertising outlets, websites and listservs to be used for the position to ensure that the advertisement reaches the most diverse pool of applicants possible. It is critical that search committees adopt a proactive approach to selecting non-traditional methods of posting position announcements to increase their ability to attract diverse candidates. Moreover, national publications are expensive and have not been the most effective method of increasing the diversity of applicant pools. Suggested advertising venues include (contact Human Resources for current rates):
  - HigherEdJobs.com
  - Chronicle of Higher Education

USNH has signed a contract with WorkplaceDiversity.com. Our careers site will be swept three times per week and jobs will be posted to the following diversity sites at no cost to you:

[www.VeteransConnect.com](http://www.VeteransConnect.com) Military Veterans Nationwide  
[www.DisabilityConnect.com](http://www.DisabilityConnect.com) Ability Candidates Nationwide  
[www.HispanicDiversity.com](http://www.HispanicDiversity.com) Hispanic & Latino Professionals Nationwide  
[www.OutandEqual.com](http://www.OutandEqual.com) Connecting Employers with the LGBT Community  
[www.AllDiversity.com](http://www.AllDiversity.com) Inclusive Work Environments

Other strategies that may be employed:

- Adopting active recruiting policies whereby search committees identify candidates, especially from underrepresented groups, rather than relying only on those who apply in response to written advertisements
  - Initiating recruitment trips to universities and conferences
  - Writing directly to colleagues to request nominations from underrepresented groups and soliciting from institutions/mentors with track record of diversity
  - Considering candidates thriving at less well-ranked institutions who might be interested in moving
  - Consulting the NSF ADVANCE program's national database which lists current women PhD students and postdoctoral scholars in the sciences, mathematics, engineering, and psychology
  - Writing to historically Black, predominantly Latino, and tribal colleges and universities to post the position announcement
  - Sending the position announcement to women and minority groups and diversity organizations (e.g., academic discipline minority caucuses, minority colleges or universities, regional and national organizations such as the ACE Center for Advancement of Racial and Ethnic Equity, NAACP, and university and local organizations).
4. Describe other organizations to which the position announcement will be distributed to ensure a diverse pool of applicants.
  5. Indicate that all committee members have been requested to contact colleagues at two schools/agencies and asked to mention our recruiting efforts to their colleagues (and, if appropriate, Ph.D. students) emphasizing to them our efforts in faculty/staff diversity.
  6. Use conferences to foster relationships with schools granting degrees to members of traditionally under-represented groups and engage in targeted recruitment of diverse applicants.
  7. Determine the PhD programs that are graduating the highest numbers of minority and/or women candidates and foster a relationship with these institutions.

### **Additional Resources**

New Paradigms for Diversifying faculty and Staff in Higher Education: Uncovering Cultural Biases in the Search and Hiring Process (Diversity Works Inc., Champaign IL), <http://diversityworksinc.net/>

Turner, C.S.V. (2002). Diversifying the Faculty: A Guidebook for Search Committees. Association of American Colleges & Universities. Washington D.C. <http://www.aacu.org/publications/divfacintro.cfm>