advance | ADVANCING FACULTY DEVELOPMENT & SUCCESS AT LEHIGH UNIVERSITY

Ensure a broad, outstanding pool of applicants for all positions

Make sure applicants are fairly evaluated at all stages of the search

Why do we need the demographics of our fields?

Identify realistic pipeline of applicants committed to contributing to Lehigh's Principles of our Equitable Community

To recruit top talent from all potential applicants, understand the composition and professional networks of the prospective pool.

- Preparing your search to reach and attract a broad pool of applicants means you need to know a reference point —who is in your field? Is the pool representative?
- Review past recruitment histories for successful processes related to outreach
- Think about professional network memberships for whom statistics may not exist yet which reflect deep wells of talent in your field(s).
- What are the demographics of your broad field (or department(s))?
- What are the demographics of the sub-field in which you are searching? This may be the same as the department, or it may not. If the resources are available check the potential subfields in the same ways.

Do this analysis EARLY (before application review) so you know whether you are attracting a sufficiently large, representative, and broad pool!

Tips: How do I find demographic information?

- Disciplinary societies often have this type of information
- NSF Survey of Earned Doctorates (through 2023* data) includes math, science, engineering, and some social sciences.
- Quick internet search for "demographics" + "your search field(s)" may bring up possible sources (Zippia, may be a useful starting point, for example)
- Decide contextually relevant reference populations. For brand new assistant professors in humanities; you may seek the past three years of earned doctorate data; you may need data from a window 8-15 years ago for associate professor positions in fields where postdoctoral fellowships are the norm.

Tip: Recruitment is a Verb: For Best Results Do Outreach Enthusiastically and Early

- Compare the Interfolio data of the applicant pool (available in aggregate to the Search Chair and Associate Dean) to the benchmarks for your field(s) of search to evaluate whether your search has reached a sufficient population of applicants.
- Ensure outreach and nominating efforts reach communities that may be underrepresented in the applicant pool compared to the benchmark you set.

If you have not achieved a pool of at least 50 applicants, then flip this sheet over, and keep working on it. The Faculty Affairs, OIEB, and ADVANCE teams are happy to work with you.

Deputy Provost for Faculty Affairs, Lehigh University

Attract an excellent, broad, qualified applicant pool

Active Recruitment Outreach Strategies

- Start early
- Keep recruiting 24/7/365
  - Lehigh as a destination - between searches
  - Host scholars from a broad range of backgrounds for seminars
- Go to affinity group-oriented conferences;
- Post ads to networks, outlets, and list serves for a wide range of affinity groups and specialities relevant to the field in which you are searching
- Post on Social Media (e.g. BlueSky, LinkedIn, Facebook, Instagram) and have colleagues share with their networks through email/social media
- Send the ad personally to:
  - department and graduate program leaders of PhD granting institutions in your field – include a range of institution types: *Carnegie Classifications, MSIs, Regional, etc.*
  - leading and early career faculty with the experience and expertise to contribute to Lehigh's Principles of Our Equitable Community.
- Invite recipients of prestigious graduate or postdoctoral fellowships and awards (e.g. Ford Fellows, GEM Fellows, future faculty programs)
- Directly invite nominated candidates to apply
- Work with Dr. Henry Odi to send the opportunity to Lehigh alumni affiliated with BALANCE
- Get to know colleagues at MSIs, if you don't already, so that there is trust and mutual benefit

Search by: Carnegie Classifications, **MSIs**, HBCUs, HSIs Tribal Colleges

A Few Groups and Networks

Build up a list for your department, program, subfield, or college

SACNAS | SWE | AWIS | AWG
SWE African-American Affinity Group
Pride in Polar Research
OSTEM | NSBE
Latino Bioethics Group
Earth Science Women's Network
VA info on Veterans' Affinity Groups
Women's Caucus for Art

Help the next search…

Keep, and *update*, a list of individuals and institutions you contacted and who were nominated in recent searches so that the next search chair can *update* and **build on it,** rather than start from scratch.

Terminology

*AANAPI Asian American Native American Pacific Islander
BALANCE Black and Latino Alumni Network for Community and Equity
**HBCU* Historically Black Colleges and Universities
HSI Hispanic Serving Institutions
***MSI* Minority Serving Institution (inclusive of specific types)

Flip over for ideas on how and why to check if the search attracted a large, excellent, representative pool.