

Ensure a broad, diverse, outstanding pool of applicants for all positions

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

## Why do we need the demographics of our fields?

Identify realistic pipeline while acknowledging pace of change is unsatisfactory

### Tips: How do I know if my search applicant pool is broad & diverse?

#### How do I know how diverse the search field is?

- Determining if your search reached and attracted a broad and diverse pool of applicants is partly determined by applicants—who is in your field?
- What are the demographics of your broad field (department)?
- What are the demographics of the sub-field that you are searching in? 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 so you know whether you are attracting a diverse pool before it's too late!**

### Tips: How do I find demographic information?

- Disciplinary societies often have this type of information
- NSF Survey of Earned Doctorates (2011-2021 data) includes math, science, engineering, and some social sciences.
- A quick google search on “demographics” + your search field 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.

**You will be asked to complete [a table](#) documenting benchmarks to proceed with the search.**

### Tip: Recruitment is a Verb: Monitor the the Applicant Pool and Do More Outreach

- Compare the Academic Jobs Online demographic data for the applicant pool (available to the Search Chair and Associate Dean) to the information in your field(s) of search to evaluate whether you have achieved something similar to what is possible.
- Redouble your outreach and nominating efforts for communities that may be underrepresented in the applicant pool compared to the benchmark.

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

Deputy Provost for Faculty Affairs, Lehigh University

**Tips: How to attract a broad, diverse, qualified applicant pool to your search**

- Start early
- Keep recruiting
  - Lehigh as a destination even between searches
  - Regularly host diverse scholars for seminars
- Post ads to networks for a range of affinity groups, go to affinity group-oriented conferences
- Use a variety of listservs in your field, both specialty ones and affinity groups
- Social media (Facebook, Academic X (Twitter), LinkedIn, Instagram)
- Send the ad personally to:
  - department chairs and/or graduate program directors of PhD granting institutions in your field – *include* HBCUs, MSIs, and Tribal Colleges
  - leading and early career women faculty and ask them to share names of possible candidates
  - leading and early career faculty from underrepresented groups (for example: LGBTQ+, Black/African American, Hispanic/Latino, Indigenous, Asian American and Pacific Islander) and ask them to share names of possible candidates
- Invite recipients of prestigious graduate or postdoctoral fellowships and awards (e.g. Ford Fellows, GEM Fellows, Future Faculty)
- 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 HBCUs, Tribal Colleges and other MSIs, if you don't already, so that there is trust and mutual benefit

**Affinity Groups and Networks**

SACNAS  
SWE, AWIS, AWG  
 SWE African-American Affinity Group  
Pride in Polar Research  
OSTEM  
Latino Bioethics Group  
NSBE  
Earth Science Women's Network  
PhD Project  
 VA info on Veterans' Affinity Groups  
Women's Caucus for Art  
 \*\*Build up a list for your department, program, subfield, or college\*\*

Consider having an advocate for the position who is from an underrepresented group and can share and socialize the ad in their circles. Compensate them for their service.

**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.

Lists of HBCUs\*, MSIs\*\*, Tribal Colleges

***Flip over for ideas on how to check if your search did attract a diverse audience!***

\*HBCU Historically Black Colleges and Universities  
 \*\*MSI Minority Serving Institution  
 BALANCE Black and Latino Alumni Network for Community and Equity