



Diversity and Inclusion

Recruit Broadly

Recruiting efforts: Assume an ongoing, year around role as talent scout recruiting highly qualified persons to consider for employment at the University of Denver. In addition, establish a plan to recruit applicants that includes active efforts to inform women & members of underrepresented groups about the open position. Work to cast the net broadly by doing the following:

1. **Post announcement with commonly used resources** (e.g., The Chronicle of Higher Ed, discipline specific resources, DU Job Board).
2. **Place announcements in newspapers and journals aimed specifically at underrepresented audiences** (e.g., Journal of Blacks in Higher Education, Diverse Issues in Higher Education, etc.).
3. **Email the position announcement to relevant professional list-serves & affinity groups** (e.g., Association for Women In Science, Hispanic Association of Colleges and Universities, etc.).
4. **Contact peers/colleagues at other institutions who are members of historically underrepresented groups and for some disciplines women** (check interest and solicit help with recruitment).
5. **Advertise broadly.**
6. **Committee members and faculty are encouraged to actively recruit** candidates from diverse groups. Do so without making any promises of employment.

***Determine the need to extend recruiting efforts** - obtain information about the demographic composition of the applicant pool from Human Resources so that the search committee can determine if additional efforts are needed to produce a more diverse applicant pool.

(Debbie Mixon Mitchell, Director of Diversity Recruiting, 303-871-2502)