The Dean and Department Chair should promote a clear message that UCSC’s continued excellence depends upon faculty who reflect the University’s values of equal opportunity and diversity.

**Search Committee Composition**
- Make sure that a diversity of perspectives is represented on your committee.
- Include faculty who are committed to diversity.
- Ensure that women and minorities have equal opportunity to serve on search committees.
- Support the work of the diversity liaison.

**Position Announcement Development**
- Broaden the job description to attract the widest pool of candidates.
- Include language that highlights the department’s interest in attracting candidates whose teaching, research or service will contribute to the diversity of the campus.

**Proactive Recruiting**
- Advertise in venues that reach women and underrepresented minorities.
- Think beyond the “usual” academic institutions in outreach.
- Promote our family friendly policies.

**Candidate Selection**
- Develop evaluation tools that ensure consistency.
- Take at least 10-15 minutes to evaluate each application.
- Be aware of biases.
- Committee members are required to support opinions with facts and evidence.

**The Interview**
- Provide interviewees with the opportunity to talk with others outside of the department.
- Provide information about partner hiring and family friendly policies to all candidates.
- Be aware of and avoid illegal questions.

For information and resources:
**EEO/AA** [http://www2.ucsc.edu/eeo-aa/index.html](http://www2.ucsc.edu/eeo-aa/index.html)
**APO** [http://www2.ucsc.edu/apo/](http://www2.ucsc.edu/apo/)