

# CRAFT AN INCLUSIVE JOB AD

Positioning the Job, Department, and Institution to Attract More URG Applicants

## Why It Matters

The language in the job ad primarily explains the open position; however, it is also an important element of the recruiting process and is candidates' first exposure to the department and institution. If the ad does not represent the institution's mission for an inclusive campus and describe the position as broadly as possible, it will be more difficult to attract as many different types of qualified applicants as possible.

### Assistant Professor in Plant Diversity and Evolution

LIFE SCIENCES, ECOLOGY, AND EVOLUTIONARY BIOLOGY

The University of California, Los Angeles in California

The University of California, Los Angeles (UCLA) Department of Ecology and Evolutionary Biology (EEB) seeks an organismal biologist with a focus on plant diversity and/or evolution...

Qualified candidates must have a PhD in a related field of biological sciences. **The position is defined broadly within evolution and ecology** but preference will be given to candidates whose research/teaching interests would utilize, in part, the UCLA Mildred E. Mathias Botanical Garden...

As a campus with a continually growing diverse student body, we encourage applications from women, minorities, and individuals with a commitment to mentoring underrepresented demographics in the sciences. The University of California is an Equal Opportunity/Affirmative Action Employer.

There are many opportunities for collaboration across a broad group of partners on and off campus, including the UC NRS Stunt Ranch Reserve and White Mountains Research Center, the UCLA La Kretz Center for California Conservation Science...

- Curriculum Vitae
- Cover Letter—

**Individuals with a history of mentoring students underrepresented in the sciences**

- Statement of Research
- Statement of Teaching (optional)
- Statement of Contributions to Diversity—  
**Summary of ongoing and anticipated activities to promote gender and racial diversity**

#### THE POSITION

It is important to solicit a broadly trained scholar in the desired field because narrowing the language used in a job ad will not only narrow the search, but also the candidate pool, usually at the expense of women and historically underrepresented groups. **In cases when department's need to fill a narrow departmental gap, they can still communicate a culture that seeks to include underrepresented groups by explicitly stating as much in the following sections.**

#### THE DEPARTMENT

Referencing both the diverse student body and an additional qualification or skill demonstrating commitment to diversity and inclusion, in this case, mentoring within the field, indicates a departmental priority to create a more welcoming workplace and campus. It also acknowledges the importance of taking student success into account in faculty hiring.

#### THE INSTITUTION

Highlighting opportunities for interdisciplinary collaboration on campus and in the community, as does the language describing the position, is likely to attract more diverse candidates and in particular more female applicants, especially in STEM fields.

#### APPLICANT MATERIALS

Soliciting an explicit statement about either working with URM students or a commitment to inclusion and diversity can be an important prompt to start a thoughtful conversation with applicants about how they will contribute to departmental goals and set expectations about inclusive teaching and learning.