## Checklist for Creating Equity-Minded Job Announcements

### Does this job announcement...

| Institutional Description | □ Mention your institution’s minority-serving status (e.g. Hispanic-Serving Institution [HSI], emerging HSI, Asian American Native American Pacific Islander-Serving Institution [AANAPISI], Historically Black College/University [HBCU], etc.)
□ Include statements about your institution’s interest in attracting candidates from racial minority groups
□ Include statements about your institution’s values regarding racial equity, diversity, inclusion, social justice, etc.
□ Operationalize terms like equity, diversity, inclusion, while avoiding coded/deficit-minded language (See Equity Word Search)
□ Include data on racial demographics of students, faculty, or other relevant populations and data on outcomes by race/ethnicity
□ Include statements about the challenges regarding racial equity at your institution and the steps the institution is taking to overcome those challenges
□ Describe the institution’s values and commitment to a supportive environment for racially minoritized faculty and identify potential sources of support |
| Department Description | □ Describe the department as a place that prioritizes racial equity and values racial diversity and equity-related work on multiple levels—e.g. research, teaching, mentorship, and service
□ Include a substantive statement of the department’s interest in racial equity as it relates to research, teaching, mentorship, and service
□ Describe your institution’s broader commitment to diversity and equity and how departmental efforts respond and contribute to the needs of racially minoritized students
□ Include department-specific data to understand the conditions, experiences, and outcomes for racially minoritized students
□ Include statements about the challenges regarding racial equity in the department and the steps the department is taking to overcome those challenges |
| Position Description | □ Include a strong statement of why the candidate should be interested in joining the institution, particularly as it relates to campus climate and inclusiveness
□ Mention specific competencies related to equity, equity-mindedness, and race consciousness that potential candidates should possess
□ Describe the specific position with language to include a commitment to racial equity, diversity, and inclusion
□ Use “candidate-focused” language? (e.g. to succeed in this role, you’ll need...” rather than “Qualifications”; “You’ll have the opportunity to...” rather than “Responsibilities”) |
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#### Desired Qualifications
- Outline specific competencies and experiences related to supporting racially minoritized students (e.g. is familiar with critical pedagogy) and being equity-minded practitioners (e.g. values reflecting on, and changing practices that lead to inequitable outcomes)
- Mention experience in service of racial equity (e.g. mentorship of racially minoritized students; service on committees; advising student organizations that represent racially minoritized groups or social justice causes)
- Avoid arbitrary numeric measures, such as years of experience
- Communicate broad and critical definitions of scholarship, experience, and disciplinary background

#### Instructions for Applicant
- Describe the materials that you want a candidate to submit for review, including statements that describe a candidate’s desire to contribute to racial equity in the department
- Ask that applicants address their experience working with racially minoritized students
- Request that applicants address why they desire to become a faculty member at a minority-serving institution (if the institution identifies as an MSI)
- Request untraditional documentation—such as course syllabi and letters of reference from past students