

ADVERTISING RECRUITMENTS

Under Recruitment/Search Chair and Committee Resources/Advertising Resources on the Academic Personnel website you can find recruitment and advertising resources that will help you locate potential candidates. These sites often provide advertising and posting options and are excellent sources to broaden the outreach of your search.

All Recruitments (except for Teaching Assistants) shall be posted on the following sites:

- HERC
- America's Job Exchange (postings will automatically be pulled into this site).

Posting on these two job sites supports the University's responsibilities for outreach in recruitment processes. Ladder Rank Faculty recruitment committees are strongly encouraged to seek out Presidents Postdoctoral Fellows. To learn about Hiring Incentives visit the Presidents Postdoctoral Fellowship Program Website/Hiring Incentives.

For advertising resources please visit [Advertising Resources](#) on the Academic Personnel Office website.

OUTREACH

Outreach within a specific field or discipline may help the committee find candidates in various underrepresented groups.

Outreach Emails Sample 1

Dear _____,

I am writing to share the UC Merced (Name) recruitment advertisement in the field/area of _____. [Information about the position, department needs, teaching, students, etc].

I would like to request your assistance in soliciting the names of potential outstanding candidates whose research, teaching, or service has prepared them to contribute to our university goals of diversity and inclusion in higher education. In particular, we seek individuals who will excel at Merced in their research, teaching, and service, and who have engaged, or plan to engage in activities that promote our goals and values as one of the world's leading public institutions of higher education. Examples may include mentoring underrepresented students or postdocs, serving on committees that focus on diversity, equity, climate and/or inclusion, or other activities such as student groups, course development, or work in communities serving underserved groups.

Please let me know of any individuals I should contact and encourage to apply for our position.

Sincerely,

Outreach Emails Sample 2

Dear _____,

I am writing to ask your help in identifying promising outstanding candidates for the position identified in the enclosed announcement for an [assistant/associate/full professor] in [identify field]. We are looking for someone with interests in [discipline], and with a focus on [various specialty areas that match current department needs].

[Information about the overall department/school, unique strengths, interests, focus]. We are seeking a colleague who can respond to and build on these interests, in collaboration with the other faculty in the program. She or he will also play an important role in [developing any new undergraduate or advanced degree programs, building collaborative ties with other programs, etc.].

We are strongly committed to equity and inclusion at UC Merced and within the [department/school]. Our student body at the undergraduate and graduate levels is increasingly diverse demographically, and we seek to hire new excellent scholars who will thrive at Merced, share our values as a public institution, and make strong contributions to diversity in their research, teaching or service. In our evaluation process for new faculty we give recognition to these efforts. If you know any scholars who have made strong contributions to diversity, particularly women and underrepresented minorities, and who might be interested in this position, I would greatly appreciate your dropping me a brief note with their contact information.

Thank you in advance for your help. If you have any questions about [program or department] or about the search, please don't hesitate to call me.

Sincerely,

Targeted Outreach Sample 1

Dear Professor X,

I am writing in my capacity as Chair of the Search Committee of the X Department at UC Merced to let you know that we have advertised an open rank position in one of the following areas: X, Y, and Z. You can find more details about the position by following this link: URL.

Should you be interested in the position, we would very much welcome an application from you. Please don't hesitate to contact me if you have any questions about the position or about the application process.

Sincerely,

Targeted Outreach Sample 2

Dear X,

I'm aware of your recent work related to X and thus want to direct your attention to the open position at UC Merced in the area of X and/or Y. I encourage you to consider applying for the job (announcement attached) and I'm happy to answer any questions, if that would be helpful.

Kind regards

Recommendations for active recruiting

- Go beyond the "usual" range of institutions from which you recruit.
- When contacting colleagues, ask for recommendations of candidates from groups that are underrepresented in your department, in addition to other recommendations.
- Consult with colleagues at UC campuses to identify potential applicants, including those from diverse backgrounds.
- Contact academic administrators and faculty at non-UC institutions to identify a possible pool of diverse candidates.
- Contact departments at other campuses/institutions, especially those with a diverse student body.
- Check out this list of [resources](#) to broaden candidate pools to see if there are any relevant places you should advertise.

- Utilize directories and rosters of prestigious fellowship programs at both the dissertation and postdoctoral levels that support individuals from diverse backgrounds. Be sure to include PFFP Fellows and Ford Foundation Fellowship recipients.
- Attend conferences that provide opportunities to recruit applicants.
- Contact faculty members from racial, ethnic or gender groups that are “underutilized” within your academic unit to seek their knowledge of prospective candidates. Specifically ask your contacts if they know any qualified women or minority candidates who fall within one of more of these underutilized groups.
- Consider candidates who may be currently under placed and thriving at less well ranked institutions or in less desirable locations.
- Communicate to search committee that ensuring that there are outstanding women and minority candidates in the pool is an important goal for the search committee.