*Search committees can no longer rely on usual practices (i.e., “post and pray”) if they genuinely wish to diversify their candidate pools. All committee members must become part of “the recruitment team” and reach out to prospective candidates sourced from conferences, journals, associations, listservs, etc., particularly those that serve diverse and underrepresented candidates. While posting job ads in these sources is a good start, research indicates that it may not necessarily increase the diversity of your pool. Rather, committees must proactively reach out to recommenders, and directly engage with prospects, if they expect to see tangible change.*

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| **Sample Outreach Email***Dear Amanda,**My name is Michaela Basken and I am a professor at the University of South Carolina. We are currently seeking candidates for a position in the University’s Bridge to Faculty Postdoctoral Program. I would like to invite you to apply.* *I came across your name when I was reviewing the program from the 2023 Distance Teaching and Learning Conference, and I was impressed by the topic of your presentation.**If you are interested in applying, you can find the application at* [*https://uscjobs.sc.edu/postings/123456*](https://uscjobs.sc.edu/postings/147124)*If you would like to learn more about our university and community, you can visit* [*https://uscjobs.sc.edu/*](https://uscjobs.sc.edu/)*Should you have any questions about the position, you are welcome to reach out to the search committee chair, Michelle Bryan (**mbryan@sc.edu**). And I would be happy to answer any questions about what it is like to live in Columbia or work at USC.**Kind regards,**Michaela Basken, Search Team Member**Department of Justice Studies**University of South Carolina* | **Places To Meet Potential Candidates** |
| * Conferences
* Academic events
* Fellowship events
* Networking events
* Association meeting
* Annual grant meetings
 |
| **Sources/Events Focused on Underrepresented Populations** |
| * Departmental websites, including those at HBCUs, HSIs, and MSIs
* Lists of grant recipients (generally as well as related to the field of interest)
* Lists of post-docs and other fellows
* Conferences attended by large groups of professionals/academics who are underrepresented or of color (e.g., National Conference on Race & Ethnicity in Higher Education, National Women’s Studies Association)
* Proceedings from conferences, meetings, and events that are focused on issues of access, belonging, diversity, equity, inclusion, or justice (ABDEIJ)
* Academic journals focused on ABDEIJ-related research and research produced by academics underrepresented in their field
 |
| **Data on Production, Programs and People** |
| * Seek out annual data on the rate of PhD attainment by underrepresented groups in your field as well as those adjacent to your field over the past five years
* Find out the top 10 institutions producing underrepresented candidates in your field and collect the email addresses of program coordinators and department chairs at those institutions
* Ask new post-docs, graduate students, and faculty in your department how they learned of the position they applied for at USC
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| **OUTREACH/RECRUITMENT ACTIVITY** | **DATE OF ACTIVITY** | **COMMITTEE MEMBER ASSIGNED/****SPECIFIC ENGAGEMENTS PLANNED** |
| **Effort 1:** Attend the *American Educational Studies Association* annual meeting  | November 8-12, 2023(Louisville, KY) | Michelle will take business cards and QR code fliers (that link candidates to the job posting); I’ll attend as many sessions as possible on the future of critical studies in education; I’ll attend the Pre-Dissertation Award ceremony |
| **Effort 2:** Obtain list of the top 10 critical studies programs producing URM, women, and LBGTQ doctoral studentsand gather contact info | Week of September 4 | Andrew will obtain the list, gather program and department contacts, and then assign each committee members 2-3 names for direct outreach |
| **Effort 3:** Send four emails to potential candidates in my professional network | Week of October 1 | Each search committee member will reach out to at least four individuals in their personal network soliciting potential candidates  |
| **Effort 4:** |  |  |
| **Effort 5:** |  |  |
| **Effort 6:** |  |  |
| **Effort 7:** |  |  |
| **Effort 8:** |  |  |
| **Effort 9:** |  |  |
| **Effort 10:** |  |  |