TIPS FOR CREATING AN INCLUSIVE POSITION DESCRIPTION

• Make sure the announcement strongly expresses the university’s commitment to affirmative action/equal opportunity and encourages minorities to apply.

• A suggested version of the AA/EO statement is as follows: “Iowa State University is an Equal Opportunity/Affirmative Action Employer with NSF ADVANCE funding to support its integrative approach to enhance the success of women faculty in STEM fields.”

• Develop broad descriptions of scholarship, experience, and disciplinary background. Take into consideration the specific needs of the department as well as the broad needs of the institution.

• Where appropriate, label qualifications preferred instead of required. Use should rather than must.

• Whenever possible, be flexible with arbitrary numeric measures, such as years of experience.

• In addition to a letter of application and a curriculum vitae, request other materials such as copies of articles and samples of course syllabi.

• Ask applicants to describe their experience with diversity issues, diverse students, and working in multicultural environments.

• Use phrases like the ones below to emphasize a commitment to diversity:
  o Experience with a variety of teaching methods and/or curricular perspectives
  o Previous experience interacting with communities of color
  o Experience in cultures other than their own
  o Academic experiences and interests in culturally diverse groups
  o Interest in developing and implementing curricula that address multicultural issues
  o Demonstrated success in working with diverse populations of students