Best practices for hiring new faculty are included in the *ISU Resource Guide for Recruiting an Excellent and Diverse Faculty* (see [http://provost.iastate.edu/administrator-resources/recruitment/guide](http://provost.iastate.edu/administrator-resources/recruitment/guide)). To encourage departments to employ the most effective practices in faculty searches, the Provost’s Office is asking that materials forwarded to our office for position offers include the following information.

Specifically, please have the search committee forward a **brief statement about its efforts to recruit a strong and diverse pool of candidates**. This statement may focus on a set of practices coordinated throughout the department (chair and senior faculty recruit prospects at key meetings and conferences; promising scholars are brought in to offer seminars before searches occur; each search includes a post-mortem that includes identification of reasons top candidates did not accept offers—when applicable; etc.) or the statement may consist of specific practices that are targeted at a single search (the search committee was constituted with diversity of experience, sub-discipline, rank, gender/race; the position was designed with inclusive language and duties that would draw a strong and varied pool of applicants; on-campus visits allowed applicants to explore community issues of importance to them; etc.).