



Office of the Provost
University of Maryland, Baltimore County
1000 Hilltop Circle, Baltimore, MD 21250

p: 410.455.2333
provost.umbc.edu

TO: Keith Bowman, Dean, College of Engineering and Information Technology,
William LaCourse, Dean, College of Natural and Mathematical Sciences,
Kimberly Moffitt, Interim Dean, College of Arts, Humanities, and Social Sciences,
Shelly Wiechelt, Associate Dean and Chair, School of Social Work

CC Matt Baker, Associate Dean, College of Arts, Humanities, and Social Sciences,
Kathleen Hoffman, Associate Dean, College of Natural and Mathematical Sciences,
Helena Mentis, Associate Dean, College of Engineering and Information Technology
Erin Lavik, Associate Dean, College of Engineering and Information Technology

FROM: Philip Rous *PR*
Provost and Senior Vice President for Academic Affairs

DATE: August 17, 2021

SUBJECT: Provost Office Expectations for Diversity Hiring Recruitment Plans

Background: *Diversity and Inclusion Hiring Recruitment Plans* were developed as part of UMBC's ADVANCE Program and institutionalized in 2011 by the Office of the Provost for all faculty searches at UMBC. These plans are developed by the members of a search committee and are designed to help them plan and execute faculty searches that are aligned with UMBC's core values of diversity, equity, and inclusion. Below are the Provost Office's expectations for Diversity Hiring Recruitment Plans.

Plan Components:

1. Cover Sheet (see template)

2. Search Committee Composition, Rationale, and Roles

- The plan should include a section that details the members of the search committee, a rationale for the inclusion of each member, along with each member's role(s).

3. Active Recruitment Strategy

- The plan should include a section that specifically outlines how departments will recruit for the opening with the primary aim of assembling a diverse applicant pool. Departments may include:
 - Where they will place the job advertisement, including social media and listservs

- Conferences (field-specific, diversity specific) they will attend in-person to recruit for the position,
- Individuals, colleagues, programs/universities, scholar programs and award databases (e.g., SREB, Ford Fellows, NSF Graduate Research Fellowship) they will contact to invite to apply or publicize the opening within their networks.

4. Draft Job Advertisement

- The plan should include a draft of the job advertisement that is welcoming and uses inclusive language. Please request that all applicants submit a statement of commitment to diversity, equity, and inclusion in higher education as part of their application submission.

5. Initial Evaluation Strategy

- The plan should describe the process the search committee will use to review applications and assemble long, short, and interview lists.

6. Initial Interview Strategy

- The plan should include a process and strategy for how the search committee/department/program will conduct inclusive interviews.

Stages of Plan Review:

- Upon completion, the search committee chair should submit the plan along with its cover sheet to their department/program chair/director for review.
- Department/Program Chairs/Directors should review the plan and submit to the Dean's Office for review.
- The Dean's Office should review the plan and submit it to the Provost's Office for review.
- The Provost Office will review and provide feedback and/or approval to the Dean's Office.

Resources/Questions

- [STRIDE](#) is available as a peer education resource to provide feedback on Diversity Hiring Recruitment Plans. Please contact STRIDE Director, Dr. Autumn Reed, autumn2@umbc.edu to schedule a meeting.



Office of the Provost
University of Maryland, Baltimore County
1000 Hilltop Circle, Baltimore, MD 21250

p: 410.455.2333
provost.umbc.edu

FACULTY DIVERSITY HIRING PLAN **Cover Sheet**

Date:
Position/Rank:

Department:

SEARCH COMMITTEE APPROVAL

Role	Printed Name	Signature
Chair		

DEPARTMENT CHAIR APPROVAL

Printed Name

Signature

DEAN'S APPROVAL

Printed Name

Signature

cc: Vice Provost for Faculty Affairs