

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:
 - Experience with a variety of teaching methods and/or curricular perspectives
 - Previous experience interacting with communities of color
 - Experience in cultures other than their own
 - Academic experiences and interests in culturally diverse groups
 - Interest in developing and implementing curricula that address multicultural issues
 - Demonstrated success in working with diverse populations of students