



Writing the Job Advertisement to Attract Diverse Applicants

1. **Position Description** – highlight the importance of diversity and inclusion

Department of Health Services, Chair and Professor

“We seek an individual dedicated to excellence in teaching and research programs; committed to public health practice and to engagement with communities and policy makers; and invested in social justice, equity, and inclusiveness. Strong management and administrative skills, combined with a vision for the future of Health Services and a sense of mission for the department, are also needs, as is a sincere commitment to promoting diversity, as evidenced by prior successful and innovative measures.”

2. **Unit Description** – emphasize the value the unit places on diversity and diversity-related work on multiple levels

School of Social Work, Assistant Professor

“Our School’s social justice mission leads us to invest in recruiting colleagues who in their scholarship, teaching, and service demonstrate experience with, knowledge of, and sensitivity to the needs of culturally diverse and oppressed populations. As a program with a core mission of social justice and a deeply diverse student body, we seek candidates with a demonstrated commitment to work with marginalized communities and with students holding a range of worldviews.”

3. **University Description** – include UW’s broader commitments to diversity, equity, and inclusion

Department of Psychosocial and Community Health, Professor and Chair

“In accord with the University’s expressed commitment to excellence and equity, contributions in scholarship and research, teaching, and service that address diversity and equal opportunity may be included among the professional and scholarly qualifications for appointment and promotion. Seattle is a culturally diverse urban center. It also has growing racial, ethnic and immigrant communities. The University of Washington is committed to building a diverse faculty, staff, and student body and is an Equal Opportunity/Affirmative Action Employer.”

4. **Description of Potential Allies** – list relevant units, interdisciplinary research centers, or outreach programs identified across the campuses

Department of American Indian Studies, Assistant Professor

“The department faculty represents a range of disciplines and approaches their teaching and research from a decolonized, community-based and global perspective. The search is open to candidates in relevant fields, including but not limited to Biology, Forestry, Fisheries, Marine Sciences, Botany, Environmental Studies, American Indian and Indigenous Studies, Anthropology, and Geography. This is one of three new positions at the University of Washington to address environmental equity and justice, indigenous environmental and sustainability studies, and diversity and access. Prospective applicants are encouraged to review all three job announcements prior to submitting their application.”

5. **Description of Materials to be Submitted** – request a statement that describes the candidate’s experiences with and commitments to diversity and equal opportunity

UW Tacoma Institute of Technology, Assistant Professor

“Applicants should include a cover letter describing their academic qualifications and professional experiences, how they will bring value to the Institute’s curricula, and how they align with current faculty research interests. Applicants’ statements should detail how their teaching, service and/or scholarship has supported the success of students from racial, ethnic, and gender backgrounds that are underrepresented in their academic field; applicants who have not yet had the opportunity for such experience should note how their work will further University of Washington Tacoma’s commitment to diversity.”