

OWU TOOLS FOR CONSTRUCTING INCLUSIVE FACULTY JOB ADS

General Philosophy: As in developing excellent and effective teaching and innovative scholarship, investments of time and effort are essential for identifying and implementing best practices in job searches. At Ohio Wesleyan University we thrive to build a liberal education community where we value new ways to educate ourselves on how to minimize bias and be inclusive in the language, processes, and procedures we employ for faculty job searches:

- We strive to make decisions based on factual evidence related directly to job-relevant criteria.
- We seek to apply consistent rigor and equal criteria in assessing all applications and in evaluating candidates.
- We assert that constructing faculty jobs ads is an inclusive, departmentally or program-wide based effort that ensures all stakeholders have equal opportunity for input.

Goals for Constructing Inclusive Faculty Job Ads:

1. To write job ads that are descriptive of our needs and expectations (at both department/program and University levels), and informative about what we have to offer.
2. To use language that is open and inviting to a wide range of applicants.
3. To send consistent messages that conveys our sincere mission to diversify our faculty and our community.

OWU Key Competencies to be Included in Every Job Description

1. Creates an environment that acknowledges, encourages and celebrates differences.
2. Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
3. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive setting with a willingness to change for continual improvement.
4. Adheres to OWU's Strategic Plan, as well as Mission and Aims, including the policies on Diversity, Equity and Inclusion Policy Statement.

**A STRONG FACULTY JOB AD MUST INCLUDE THE FOLLOWING:
10 KEY ELEMENTS**

- *Listed after each element is example phrasing from actual job ads.*
- *Each chair/search committee can tailor language to best suit the context of their search.*

1. Clear articulation of the professional breadth of the position.

- A broadly defined position should generate a broad applicant pool.
- Departments/programs should examine critically the structure of their curriculum, and the University's benefits, as they consider requesting a position to APC and when crafting a job ad.
- If there are structural impediments within the curriculum that would compromise the ability of the new position to attract students to their courses, this should be considered.

“The department is interested in developing capabilities in This, That, or in The Other, but all areas of specialty are welcome to apply.”

“Both discipline and area of specialization are open but we are especially interested in candidates who can analyze the intersection of X and/or Y as it relates to A or B.”

2. Statement of the three basic elements of a faculty position: teaching, scholarship, and service.

- Contributions to all three of these areas are necessary for success in the tenure and promotion processes.

“Successful candidates are expected to be excellent teachers, maintain a productive, ongoing research program, and contribute actively to the continued growth of the department and the college.”

“There are three essential components of a successful tenure dossier: teaching, scholarship work, and service.”

3. Detailed teaching responsibilities and load:

- Articulate the OWU six-course equivalent for all job ads.

“Teaching responsibilities include introductory Spanglish courses in both basic and intermediate, and advanced courses reflecting both the candidate’s expertise and the needs of the Department and Program. The typical teaching load is 6 (3/3) courses per year.”

“The successful candidate must teach courses similar to the Department’s current offerings in Intergalactical Studies as well as in the candidate’s area of specialization. In addition, the candidate is required to contribute to the Department’s core courses (Introduction to Z and Research in Y) and courses that help sustain the University’s commitment to Oral/Writing Communication across the Curriculum. The position will teach six courses per year (3/3).”

4. Clearly articulated minimum criteria.

- From both the perspective of the department/program and from the perspective of the University, standards for consideration of an application for the position should be clear. If available in the Faculty Handbook it should be stated.

“Candidates must have earned a Ph.D./M.F.A. in Treeology or Grassology or associated area by the start date.”

“A Ph.D./M.F.A. must be in hand when the appointment begins on August 1, 2015.”

“We seek a colleague whose teaching and research interests include...”

“Successful candidates are expected to maintain a productive, ongoing research/performance/visual art program and contribute to the continued growth of the department and the college.”

“A Ph.D. degree in Public Accounting or a related field is required. Candidates must have a sound knowledge and successful experience in X; 3-5 years of experience; must have the ability to teach Z courses and demonstrate the ability to work with individuals of diverse backgrounds and experiences; and must have current certification in first aid, CPR and AED.”

“Successful candidates are expected to be outstanding teacher/scholars, and contribute to the continued growth of the Department and College. Candidates must have a Ph.D. at the time of appointment.”

“A Ph.D. by summer 20XX is required; a strong potential for excellence in teaching and a productive research program are essential.”

“Applicants must be able to extend the western traditions of X to include multiple cross-disciplinary approaches and outcomes in their teaching.”

5. Clearly articulated preferred criteria.

- Criteria that are not necessary but add a competitive edge should be described.

“We are particularly interested in candidates who demonstrate a critical interrogation of X, Y, and/or Z.”

“A minimum of one semester of college-level teaching experience beyond graduate school is preferred.”

“We strongly encourage applicants whose work and teaching practice could potentially serve X, Y, and Z programs to respond to this position announcement.”

6. Informative statement of our university identity and location.

- We should make an effort to send clear signals of who we are as a community to potential applicants as well as what our geographic location has to offer for quality of life concerns.

“Ohio Wesleyan University is an increasingly diverse, highly selective, residential liberal arts college enrolling approximately 1650 students from across the nation and around the world.”

“Delaware is located just 30 minutes from the Columbus metropolitan area, our state capital.”

“OWU is located 25 miles north of the state capital, Columbus.”

“The University is committed to a broad-based program of intercollegiate athletics, sponsoring 23 varsity sports: 12 for women and 11 for men.”

“Ohio Wesleyan University is a national liberal arts university with roughly 1,650 undergraduates. We are located thirty miles from Columbus, Ohio, the state capitol, which hosts a wide range of cultural and artistic opportunities.”

“We are committed to providing our students with a variety of perspectives, mentors, and role models.”

“Delaware, Ohio, is a place you have to see to believe: lovely, vibrant, and charming, with an excellent public school system, easy access to outdoor activities like biking and walking, and remarkable dining places. Delaware is only 27 miles from the thriving night life and award winning cuisine of Columbus, Ohio, the 15th largest metro area in the United States.”

7. List of potentially required materials to be submitted with application:

“a cover letter speaking to the areas mentioned above, a curriculum vita, three reference letters of which two must include commentary on your teaching effectiveness and potential, transcripts of graduate work (unofficial acceptable for applications), a statement on your teaching philosophy and experience, a statement on your research program, a statement about how you will engage with and foster diversity on campus.”

Alternative wording for this request:

“Our college is committed to attracting and supporting an academically and culturally diverse faculty.”

“Experience In Diversity Issues”

“Experience Working With Diverse Students”

“Experience Working in Multicultural Academic Environments”

“Demonstrated success in working with diverse populations”.

“Experience Interacting With Diverse Populations or Students of Color”.

“Academic Experiences With Culturally Diverse Populations”.

“Interest In Developing and Implementing Curricula Related to Culturally Diverse Populations”.

“Experience With a Variety of Teaching Methods.”

8. Clear statement of where to apply.

- *“To apply, please go to <https://employment.owu.edu>.”*

9. Clear statement of deadline and review schedule.

- *“Applications completed by October 1, 2015 will receive full consideration.”*

“We will begin reviewing applications on November 24, 2020. Questions about the position should be directed to Dr. Xxx Yyyy, Search Committee Chair (Yyyyx@owu.edu).”

“Review of applications will begin on November 24, 2020 and will continue until the position is filled. For selected applicants, we will likely conduct interviews at the XXA/YYA joint meetings in San Antonio, TX in January 2020.”

10. EEO statement and link to Diversity Guide:

“To achieve our mission as a liberal arts college, we continually strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, color, gender identity and or expression, sexual orientation, family configuration, disability, socioeconomic status, religion, national origin, age or military status. For additional information and resources about diversity at OWU please contact the Office of the Provost (provost@owu.edu). Ohio Wesleyan University is an Equal Opportunity Employer.”

A STRONG JOB AD MAY ALSO UTILIZE THESE FOUR ELEMENTS:

1. Statement of motivations/traits key to success in the position:

“We are seeking an energetic and dynamic teacher who can teach a variety of undergraduate X courses.”

“In their cover letter candidates must address their qualifications for close interaction between faculty and students in a collaborative setting and interest in mentoring undergraduate students in the classroom, as advisees, and as researchers.”

“We seek a colleague who is committed to teaching excellence, is field-based, has broad interests beyond their individual specialty, and will provide a balance of classroom, field, and laboratory experiences for our students. Candidates must have the desire and ability to teach courses at all levels of the curriculum.”

2. Include a statement of College and departmental/program resources:

“The college offers generous annual professional development funds, summer support for student and faculty research, and a junior faculty leave following a successful third year review.”

“OWU is a supportive environment for teacher-scholars who value both classroom and research excellence.”

“OWU offers extensive support for junior faculty, including competitive professional-development funding, pre-tenure research leave after a successful third-year review, opportunities for student-faculty research collaboration, and a range of workshops and mentoring programs to develop our strengths as teacher- scholars.”

“The Merrick Hall is home to the Freshman Program at Ohio Wesleyan University. This over 100-year-old historic building has been transformed into a state-of-the-art facility after extensive renovation in 2015.”

“Ohio Wesleyan University offers a competitive salary and a comprehensive benefits package, including tuition benefits at OWU and affiliated colleges throughout the Midwest and a generous retirement contribution.”

3. Links to additional information:

“For more information about OWU, see our website at <http://www.owu.edu>.”

“See our website: <http://www.owu.edu/academics/departments/xxxx/index.html> for more detailed descriptions of the position and the programs.”

4. In either cover letter or as a separate document, a diversity statement or how the applicant connects to the mission statement of the University:

“In your cover letter please address your potential to foster diverse perspectives among students, faculty, and campus community.”

“In your teaching statement please incorporate a connection to some aspect of the mission statement of the university.”