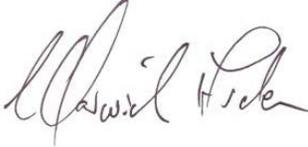


MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Dr. Warwick A. Arden
Executive Vice Chancellor and Provost 

SUBJECT: Promoting Diversity in Recruitment, Hiring and Retention

DATE: August 5, 2016

The recruitment, hiring and retention of a diverse workforce—including faculty, administrators and staff—is essential to the university’s pursuit of continued excellence and in keeping with its core mission and values. It is for these reasons that we devote a great deal of time and attention to the recruitment, hiring and retention of qualified, diverse individuals at NC State. A key component in this continuum begins with the search process. In carrying out recruitment efforts, it is important to attract and reach candidates with diverse backgrounds. For all of these reasons, search committees must operate with integrity, fairness, confidentiality, and a sense of institutional mandate.

While in recent years our student body has become more diverse, our efforts to increase diversity among the employee population have been more challenging. In particular, recruiting women and underrepresented minorities to fill EHRA faculty and non-faculty positions is an important objective. As you engage in the search process, I want you to know that I am personally committed to diversifying the faculty, staff, and administration of NC State.

The Office for Institutional Equity and Diversity (OIED) can play a key role in educating search committees about the importance of diversity as a part of the educational mission at NC State. This office has developed resources to assist you in diversifying the applicant pool when conducting searches, in making sure that all prospects emerge from the process holding NC State in higher regard than when they did before the contact was initiated, and in increasing the likelihood that the person to whom a job offer is extended will accept. Some of the resources are available online at <https://oied.ncsu.edu/faculty/faculty-search-toolbox/> and <http://go.ncsu.edu/eeohiring>.

One of the most effective ways to promote diversity in hiring is for campus hiring officials to invite a representative from OIED to meet with each search committee at the time the committee is given its charge. During this briefing, OIED can answer any questions the committee may have regarding the recruitment and hiring process. To schedule a search committee briefing, please contact Ursula Hairston, Assistant Vice Provost for Equal Opportunity at 513-3250 or ubhairst@ncsu.edu. Search committees have found this information most helpful when it is provided before they begin their work.

Similarly, Dr. Marcia Gumpertz, Assistant Vice Provost for Faculty Diversity, can provide information and assistance on issues related to advancement, retention, departmental climate, mentoring and family friendly policies and practices. Dr. Gumpertz can be reached at 515-7826, or gumpertz@ncsu.edu.

I encourage you to fully utilize the services, “best practices,” and resources offered by the Office of the Provost and the OIED in your efforts to attract outstanding and diverse candidates to our campus community.

cc: Unit Equity Officers
College Diversity Coordinators