

## **MEMORANDUM**

**TO:** Deans, Directors and Department Heads

**FROM:** Warwick A. Arden  
Interim Provost and Executive Vice Chancellor

**SUBJECT:** Promoting Diversity in Hiring

**DATE:** October 7, 2009

The recruitment of members of the faculty and administrative leadership is at the very heart of the university. In many ways, there is no more important task, and that is why we commit so much of our time and energy to the search process. In carrying out our recruitment efforts, we need to be as effective as possible in ensuring that people with diverse backgrounds and experiences are attracted to and hired at NC State. For these reasons, search committees must operate with integrity, fairness, confidentiality, and a sense of institutional mandate.

Diversity is at the core of NC State's mission and values. In recent years, our student body has become more diverse; however, our efforts at recruiting women and underrepresented minorities to fill EPA faculty and non faculty positions remain challenging. 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 Equal Opportunity (OEO) and the Office for Diversity and Inclusion (ODI) can play key roles in educating search committees about the importance of diversity as a part of the educational mission at NC State. These offices have 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 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 [http://www.ncsu.edu/diversity/faculty\\_staff/Recruiting.php](http://www.ncsu.edu/diversity/faculty_staff/Recruiting.php) and [http://www.ncsu.edu/equal\\_op/hiring/OEO\\_Recruitment\\_Guidelines.pdf](http://www.ncsu.edu/equal_op/hiring/OEO_Recruitment_Guidelines.pdf).

One of the most effective ways to promote diversity in hiring is for campus hiring officials to invite a representative from OEO to meet with each search committee at the time the committee is given its charge. During this briefing, OEO personnel can answer any questions you may have regarding the recruitment and selection process. To schedule a search committee briefing, please contact Carson Cook, Assistant Vice Provost, Office for Equal Opportunity at 513-2099 or [carson\\_cook@ncsu.edu](mailto:carson_cook@ncsu.edu). Search committees have found this information most helpful when it is provided before they begin their work. Similarly, Marcia Gumpertz, Interim Vice Provost for Diversity and Inclusion 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](mailto:gumpertz@ncsu.edu).

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

WAA/arj cc: Unit Affirmative Action Officers  
College Diversity Coordinators