MEMORANDUM

To: All Faculty
From: Elizabeth Garrett  
Provost and Senior Vice President for Academic Affairs
Date: August 17, 2012
Subject: Casting the Net Widely

USC’s Strategic Vision calls for us to “create a transformative faculty whose scholarship crosses disciplinary boundaries and whose energy sparks intellectual creativity across our campuses.” We are fortunate to have many current outstanding faculty members who are leaders in their fields and are generating important research and creative work. As we build on our strengths, we will continue to attract and recruit other top scholars of a similar caliber.

To achieve excellence, we must actively seek to identify and develop a qualified and diverse pool of candidates. We must continue to be proactive in reaching out to candidates from under-represented groups with diverse perspectives, encouraging them to apply for positions. We have long identified diversity as one of our core values. As an intellectually vibrant campus in an urban setting, USC draws on the riches and resources of a diverse faculty and student body. We remain strongly committed to providing equal opportunity for outstanding women and men of every race, creed and background.

Vice Provost of Faculty Affairs Beth Meyerowitz and Professor Michael Preston, in his role as a special advisor to the Provost’s Office, will be available to consult with academic deans, department chairs and faculty search committee chairs as they develop ideas for recruitment. Professor Preston and others in the Provost’s Office, including myself, will be available to speak with recruits to give a perspective on the welcoming climate of the campus and city.

The following is a compilation of some best practices for recruitment strategies. I ask deans and search committees to implement the strategies that will work best for their needs.

Posting

- Discuss the outreach strategies the school will use each year to identify qualified candidates from under-represented groups.

- Ensure diversity on search committees and on promotion and tenure committees so that a variety of points of view about each candidate may be heard.

- Make sure that every open position is advertised. Almost all disciplines have specified outlets likely to reach minorities and women – these should be used.
Identification of Candidates

- Be proactive and creative in seeking out strong potential candidates and encouraging them to apply.

- Establish personal contact at professional meetings and conferences with women and underrepresented minority faculty who are potential candidates or referral sources.

- Recruit a diverse population of postdoctoral fellows and be willing to consider them for faculty appointment, so as to promote a diverse pool of candidates.

- Hold a seminar series or other activities that bring postdocs to USC for informational visits that also provide advanced identification of potential candidates.

Recruitment

- Confer with women and minority senior scholars in person or over the telephone to request recommendations for candidates.

- Stay in frequent contact after extending an offer and determine what alternative opportunities the candidate has, so that your offer stays competitive at all times.

- Offer the assistance of the relocation services with which the university contracts to inform candidates about neighborhoods, schools and housing.

Thank you for your commitment to cast the net widely in all recruitment and hiring activities and to continue to bring to USC colleagues who are outstanding scholars and teachers dedicated to excellence.

cc: Academic Deans
Patricia Riley
Beth E. Meyerowitz
Michael Preston