1. The position announcement should include the statement that “Purdue University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce”\(^1\).
2. The search committee includes a member of HHS Diversity Council\(^2\).
3. The chair of search committee or a designated committee member attends the Faculty Search Committee Workshop organized by the Center for Faculty Success and the Office of Institutional Equity.
4. Include the CIC Doctoral Directory of Underrepresented Students in developing the applicant pool for your position.
5. Interview candidates should be informed in the invitation that “If you are in need of a reasonable accommodation for the interview/visit (relating to the Americans with Disabilities Act of 1990), please inform the search committee chair or the Office of Institutional Equity at 1 (765) 494-7253 or TTY 1 (765) 496-1343.”\(^3\)
6. Interview candidates should be asked if they would like to meet with members of the Black Caucus of Faculty and Staff, the Committee on Asian American Studies, or Latino Faculty and Staff Association. Arrange meetings as requested.
7. The successful candidate should be committed to global learning, and is expected to develop an internationally-recognized research program, and interact with diverse faculty, staff and students across the college and campus.
8. Contact Sharon Winslow in the Office of International Students and Scholars before preparing an offer letter to a non-resident candidate. The candidate’s visa status determines whether the candidate is eligible for tenure-track faculty position.

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\(^1\) This statement is required by Purdue University.
\(^2\) There are three members from each department/school in the council, representing students, staff and faculty.
\(^3\) This statement is required by Purdue University.