COLORADO COLLEGE

Position Description Checklist

Step 1: DEI Development Program for Faculty Searches

Prepared by Peony Fhagen, PhD

✓ Is the description both broad enough so people can see themselves in the position, but narrow enough to provide people with a clear sense of the expertise and skills necessary to be a viable candidate?

✓ Is the language gender-neutral? (e.g., <u>successful</u> candidates vs. strong candidates)

✓ Is welcoming language used whenever possible? (e.g., <u>preferred</u> vs. required; <u>should</u> vs. must)

✓ Are applicants asked to indicate their commitment to DEI/antiracism in the cover letter and/or a separate DEI statement or teaching and research statements?

✓ Does the description include a statement about the department's, program's, or office's commitment to diverse perspectives and inclusive and equitable practices and policies to support the institution's antiracism plan? Does this statement appear in the first or second paragraph of the description?

✓ Is a link to the antiracism plan included in the description?

✓ Does the position description clearly convey the expected qualifications for the position so that criteria can be delineated for evaluation rubrics?