

## Principles for Developing the Position Description

- **Approach** announcements and ads as informative documents *and* marketing tools, using a more conversational style and interesting language;
- **Develop** a clear statement of the mission of this position, attending to diversity and the current and future role of the position in the work of the unit and institution (see *Diversity Aspects of the Position Description* below);
- **Focus** on emphasizing aspects of the position likely to attract people from identity groups you have missed before:
  - Identify and describe needs/opportunities for the person in this position to connect with historically underrepresented or under-served communities;
  - Highlight position, unit, and community features *beyond* just those that will appeal to the “dominant culture;”
  - Be aware of challenges that someone from a historically underrepresented group may face in this position, and be certain you know how the unit is addressing those challenges;
  - Spotlight cohort hiring initiatives, which offer the opportunity to enter OSU as part of a larger (potentially diverse) group of new faculty—include cohort focus or purpose if one has been articulated;
- **Describe** the position, the college, the department, the university, and the community. Articulate the unit’s commitment to teaching, advising, diversity, and community connections as well as to building a peer-reviewed publication record (if relevant);
- **Review** each draft for statements or language that may inadvertently discourage, offend, or raise concerns for some candidates based on their identities. Pay attention to implied assumptions about age, gender, race, religion, family status, ability status, first language, sexual orientation, social/economic class, etc. (both for candidates and for stakeholders/students/colleagues/clientele);
- **Seek** ideas from other institutions and from current faculty and staff.

## Discuss the Position

Begin your discussion by exploring these framing questions:

1. What is the mission of OSU and of the hiring unit?
2. What is the *current* context at the university and in the hiring unit—what is new, what is changing, what is challenging, what is exciting, what is needed to realize our vision?
3. What is the present context for *diversity* at OSU and in the hiring unit—what is new, what is changing, what is challenging, what is exciting, what is needed to realize our vision?
4. What is the mission of the position you are filling?
  - a. What is the purpose of the position—why does it exist?
  - b. What are the position’s top priorities?
  - c. How does the work of the position contribute to the mission of the unit and the university?
  - d. How does it impact colleagues, students, the university, and the community?
5. How is diversity related to the work of the position? For example,
  - a. Will the appointee interact with a diverse group of colleagues, students, stakeholders, clients, and/or customers?

- b. Will the appointee engage in teaching, scholarly inquiry, service, or other job duties that are directly or indirectly related to diversity and inclusion?
  - c. How frequently will the appointee need to understand and work respectfully/effectively with multiple aspects of human difference? In what kinds of situations?
  - d. What skills will the appointee need to perform the diversity-related work of the position?
6. What qualities or characteristics would allow a person to do this job superbly?
7. What other unmet unit needs outside the immediate position duties might hiring a new colleague allow the unit to address (depending on the appointee's abilities/ skills/life experiences)?