



## Promoting EDI in job advertisements

This guidance is aimed towards those who are writing job specification to recruit new staff to their academic department but want to ensure that they encourage as many diverse applicants as possible. This has been written based off of the successful practice at the School of Psychology and Neuroscience at the University of Glasgow. While the examples here are University-specific, they can be adapted to other contexts.

***EDI = Equality, Diversity, and Inclusion***

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## Start by using text outlining your aims



For example:

*"We strongly encourage applications from across our community and in particular, those prospective colleagues who are from ethnically diverse/minority backgrounds, have a disability or long-term health condition, and/or the LGBTQ+ community to apply."*

This type of text is usually the most common seen in many job advertisements and is usually the bare minimum that we see in relation to promoting EDI among applicants. While on the right track, it can often feel generic and impersonal. To go further, it helps to become more specific...

## Outline the University's initiatives



For example:

*"Inclusion, Equality, and Diversity are at the core of the University of Glasgow experience, and at the heart of the School of Psychology & Neuroscience. We strive to create a diverse and inclusive culture through our commitment to diversity awards including the Athena Swan Award and The Equality, Diversity and Inclusion Times Higher Education Award. Glasgow is a Stonewall Scotland Diversity Champion, a Disability Confident employer and hosts supporting networks including the LGBT+ Equality, Disability Equality, Neurodiversity and Race Equality groups."*

Here our text is beginning to showcase the EDI work that is more specific to the environment in which the applicant will join. It's worth highlighting any university-wide goals, awards won, or policies and charters that you are a member of. This allows the applicant to see where the institution's values lie and that the institution has taken steps to ensuring commitment to and action around EDI issues.

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"We strive to create a diverse and inclusive culture through our commitment to diversity awards"

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Become more specific with examples of good practice in your department



For example:

*"Within the School of Psychology & Neuroscience, we celebrate diversity and intersectionality by promoting profiles of LGBTQ+, ethnic minority, and neurodivergent staff and engage in work to decolonise and diversify our curriculum. Our school hosts an LGBTQ+ reading group alongside Rainbow Office Hours, a Race and Equality Network, and a Neurodiversity Network open to all staff and students within our school."*

Again, this text goes further and details more specific departmental or School-wide initiatives. Here the applicant can get a flavour of the work/networks they might be able to get involved with, and can clearly see the effort that has been made to create and promote an inclusive environment.



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*The example text above was used in recent job advertisements within the School of Psychology and Neuroscience and while we cannot comment on whether the advert attracted more diverse applicants (this information is anonymous!) we can tell you that of those invited to interview, half specifically mentioned the EDI wording as one of the reasons they were attracted to apply. These applications were also not all from minority groups either, yet speaks to the fact that you can still attract like-minded allies. Fingers crossed in years to come it helps to encourage more diverse colleagues to apply.*

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## Contact Us

If you'd like more assistance or to hear more about our experience constructing and advertising using this wording, please contact

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