

RECRUITMENT GUIDELINES

FOR MATHEMATICS GRADUATE PROGRAMS



PRELIMINARIES

WEBSITES

Prospective students' first exposure to your department may be through your **website**. An inviting website looks exciting, is well organized and provides a look at your department.

CONSIDER:

- Including Faculty profiles on faculty academic & personal interests
- Adding graduate student profiles and testimonials. When undergraduates see these they read into it that the department values and respects its graduate students
- Grouping faculty by area of research—even large areas. This helps future students understand the ecosystem of the department without having to look at each faculty member individually (If they are interested in a particular area, what does the group look like? What areas are not really represented?).
- Including inks to any graduate student-led seminars and activities visible.

EXAMPLES

[Duke University | Department of Mathematics](#)

[Cal Tech | Department of Mathematics](#)

SOCIAL MEDIA

Millennials and Generation Z have grown up with social media – feature your department activities on **Twitter** and **Instagram**. Use **Discord**, **Twitch**, **Slack**, etc. to communicate with students and create peer connections.

GRAD FAIRS & OPEN HOUSES

GENERAL GUIDELINES

- Reach out to and connect with the students you seek to enroll
- Present an inviting, attractive and informative view of your program
- Present an honest view of your program: don't try to hide flaws or mismatches between your program and particular applicants. Not every program will work for every applicant.
- Use current graduate students as program ambassadors

EVENT TYPES

Math graduate school fairs for sophomores, juniors and students at Master's only programs

Present the opportunities and advantages of a math PhD. Describe the application process and available funding. Describe building a resume with research, internships and presentations. Sample activities can be found at [STEM Education](#) | [Diverse Workforce](#) | [Society for Advancement of Chicanos/Hispanics & Native Americans in Science](#). Consider including alums and representatives of local industry to speak on career preparation and opportunities.

Recruiting at target schools and building pipelines

Develop contacts at small colleges, HBCUs, HSIs and Master's only programs in your region. Develop contacts at competitive Primarily Undergraduate Institutions around the country (not just local) that send strong students to graduate programs. For all of these institutions, reach out to see if they have a seminar or colloquium series where younger faculty (or senior graduate students) could present research. Offer guidance for students applying.

Recruiting open houses (virtual or in-person) for accepted students.

Include current graduate students as program ambassadors. Showcase department younger faculty.

MORE SUGGESTIONS

First generation college students (or first gen grad students) are much more likely to have already started families prior to entering graduate school. Gathering and making information available regarding housing for students with families, dependent health insurance, and childcare grants can make these students feel more welcome. Some institutions have very good supports for students with families, including housing subsidies, but even (and perhaps especially) for schools that don't have this, a list of local resources for students with families would be helpful. Remember to provide information for the additional steps that international students must complete, starting with a link to your international student office.

Information about student groups, especially those focused on grad students, can be made available to visiting students in their **welcome packet**. Students are receiving a lot of information at once, so having a branded folder with marketing material for the department that the student can take home or download is a great idea. If there is sufficient staff support, students can be contacted in advance of their visit and asked what sort of information they would like to have so folders can be customized. For students who do not visit in person, the department can mail the folder with a nice note written and signed by the chair or graduate director.