Required steps for conducting academic searches

• Attract large and diverse applicant pools for every open academic position at the University

• Apply fair and uniform criteria when winnowing the pool and selecting candidates
Diversifying the applicant pool

Search Committees should:

• Write job descriptions as broadly as possible within the priorities for the search
• Advertise in outlets designed to attract increased numbers of women and minority applicants
• Proactively network and outreach to colleagues to identify and encourage applications – committee members should make specific inquiries about promising candidates from diverse backgrounds

Search Committees should **not**:

• Conduct any advertising or networking that would exclude any group of applicants in a protected class
• For Affirmative Action purposes, underrepresented group designations include women, African American or Black, Asian or Pacific Islander, Hispanic or Latino, American Indian or Alaska Native, those who identify with multiple races, and individuals with disabilities and covered veterans
Fair and uniform selection criteria – avoiding implicit bias

• Committees should form consensus on specific criteria for candidate selection *early in the search process* (before reviewing the applicant pool)

• Criteria should be objective, evidence-based, and documentable

• Committees should avoid making selection decisions based on impressions of candidates’ general merit

• Screening and selection *cannot* give preference to any individual candidate based on membership in a protected status
FY18 Searches

• We recognize many academic search processes are already quite mature and we cannot adjust practices at this late stage.

• Departments should work with search committees to make a good faith effort in FY18 to meet these requirements in cases where searches are still in early stages.

• Beginning with FY19 search authorizations, we will organize additional required trainings for search committee chairs.
Search Narrative

• **Question 1**
  - Conferences, receptions, etc. attended by faculty members
  - General overview of emails/phone calls. If more information is required, the Dean’s Office will let you know

• **Question 2**
  - Conferences, receptions, etc. targeting URM groups and women
  - Targeted advertising
Search Narrative Continued

• Question 3
  – Sub-fields used to narrow pool
  – Specific criteria used

• Question 4
  – General overview of chosen candidate/s
  – Should describe in detail why the other short listed candidates were not the best.
Targeted Journals

- Hispanic Outlook of Higher Education
- The Journal of Blacks in Higher Education
- Women in Higher Education
- Diversity Employers Magazine
- The Black Collegian
- The Chronicle
  - Diversity booster package

The Division will provide additional advertising budgets to departments for advertisements in these and similar publication outlets.