

Faculty Searches – TARGETED SEARCH EHE Check List of Procedures and Processes

To do at the beginning of the search process

- Department chair appoints search committee, approved by the Associate Dean for Faculty Affairs (ADFA).
- The College Office of Finance and Business Service (OFBS) will establish a spending fund for each search, communicate it to the appropriate fiscal officer, and search committee chair.
- The associate dean for faculty affairs meets with the search committee and TIU chair to discuss:
 - university and college rules for the conduct of searches
 - best practices for searches
 - strategies and practices for pursuing a diverse pool of applicants
 - timeline
 - the Associate Dean for Faculty Affairs provides all parties the EHE Diverse and Inclusive Hiring Strategies, a copy of the OAA Policy on Faculty Recruitment and Selection, and any other university and college policy pertinent to the conduct of a faculty search
 - mandatory Implicit Bias training for all search committee members
- The search committee selects one of its members to be the diversity advocate.
- The search committee works with the department chair to craft a position description and timeline; they forward the job description to the Associate Dean for Faculty Affairs. The ADFA reviews the job description and timeline and approves “as is” or with revisions.

Before contacting targeted candidate

- The College Office of Finance and Business Service (OFBS) will establish a spending fund and communicate it to the appropriate fiscal officer and search committee chair.
 - The department fiscal officer is responsible for meeting with the search committee chair to discuss processes associated with administering search funds (e.g., alcohol expenditures, inclusion of spouses in meals, etc.) and providing a monthly report on the search fund expenditures and cash balance.
- Search committee works with department chair to craft a job description and time line; they forward the final job description to the ADFA and the department Chair.
- Associate dean for faculty affairs reviews the job description and time line and approves “as is” or with revisions.

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- The ADFA meets with the search committee (TIU chair may attend) to:
 - Discuss university and college rules for the conduct of searches
 - Discuss the timeline
 - Provide a copy of EHE Diverse and Inclusive Hiring Strategies and any other university and college policy pertinent to conducting the faculty search.

Campus Interviews

- After receiving approval from the Associate Dean for Faculty Affairs and the Department Chair, the chair of the search committee offers invitations to selected applicants for a campus interview.
- The search committee is responsible for organizing the campus interview itinerary with the assistance from departmental staff. Campus interviews need to consist of all of the elements below (if any of the elements below are not to be included, approval is needed from the department chair and the associate dean of faculty affairs). Both the chair of the search committee and the department chair are responsible to ensure that all of the elements below are included in a campus interview (or that approval for variation has been obtained prior to the campus visit). Note that the items below are a minimal list. Other items and events may be included as long as there is consistency across applicants.
 - 1:1 meeting with the dean
 - 1:1 meeting with all associate deans
 - research presentation open to the university community (in the case of clinical faculty, the presentation should focus on teaching)
 - open meeting with faculty and staff
 - open meeting with students
 - extended meeting with search committee
 - 1:1 meeting with department chair
 - ask each candidate if there s/he wants the committee to arrange any other meetings on campus during his/her interview
 - clinical faculty also need to meet with the department administrator responsible for undergraduate education (or a designee) and it is recommended to also meet with the department administrator responsible for graduate education (or a designee).
 - opportunity for faculty, staff, and students to provide written feedback and input to the search committee to consider in their deliberations.
 - candidates should be asked if there are any other meetings they would like to have during their interview. The search committee should make every effort to accommodate these requests.

After campus interviews

- After all campus visits are completed and after faculty, staff, and student feedback has been collected, the search committee meets to deliberate on recommendations to the department chair. The applicant is to be identified as “acceptable”¹ or “unacceptable.”

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- The department chair may request to meet with the chair of the search committee or with the search committee as a whole to allow an opportunity for the search committee to elaborate on its recommendations.

- After submitting their recommendation, the responsibilities of the search committee are completed. However, should there be a need to continue the search, the search committee may be asked to continue its work. If the search does not conclude successfully and if the search is continued into the subsequent academic year, the search committee may be reappointed or a new search committee may be appointed (the process for appointing a search committee follows the procedures outlined in the Check List of Procedures and Processes for the Office of Academic Affairs and the EHE Check List of Procedures and Processes).

- The dean makes the final decision on extending an offer to a candidate.