

# CHECKLIST: BEST PRACTICES IN SEARCH AND HIRING FOR TENURE AND TENURE-TRACK RECRUITMENTS

## BEFORE THE SEARCH

- ❑ Create a diverse search committee, including, where possible, women, underrepresented racial and ethnic minorities, and members of other underrepresented groups.
- ❑ Appoint a search committee member as a diversity advocate to help ensure that the search is consistent with best practices in faculty search and hiring and that it gives due consideration to all candidates.
- ❑ Dean, vice dean, or other leadership responsible for hiring meets with committee at beginning of search process to reinforce importance of diversity and goal of identifying outstanding women, underrepresented racial and ethnic minorities, or members of other underrepresented groups as candidates for the position, and to reiterate selection criteria.
- ❑ Dean, vice dean, or other leadership responsible for hiring provides department-specific data from the provost's office on (a) the gender and race of all hires in the past five years, and (b) the percentage of females and of underrepresented minorities among tenured and tenure-track faculty and students.
- ❑ Create a search plan, including broad outreach.
- ❑ Add language to job ad signaling a special interest in candidates who contribute to the department's diversity priorities. For example: "The search committee is especially interested in candidates who, through their research, teaching, and/or service, will contribute to the diversity and excellence of the academic community."

## DURING THE SEARCH

- ❑ Have search committee chair and members reach out to colleagues at institutions that have diverse faculty and students to identify high-potential female and underrepresented minority candidates and encourage them to apply to the position.
- ❑ Advertise broadly, including to interest groups with diverse faculty audiences.
- ❑ To ensure that each candidate is asked about his or her demonstrated commitment to diversity, and experience working in diverse environments, designate one person to lead asking these questions; this person should (preferably) not be the only female or underrepresented minority committee member.
- ❑ Discuss, prior to interviewing candidates, how criteria listed in job ad will be weighted and valued.
- ❑ Ensure that each candidate is evaluated on all criteria listed in job ad and identified as meaningful in the search (e.g., use the Sample Candidate Evaluation Form in the **Appendix** for the review process).
- ❑ Dean or leadership responsible for hiring reviews all slates of candidates before any offers are made. If the committee is unable to find any competitive candidates from underrepresented groups, the chair will provide an explanation in writing, to the dean or leadership, of what steps were taken to identify such candidates and why the committee was unsuccessful.

## AFTER THE SEARCH

- Connect final-round candidates with faculty who share similar background and interests.
- Conduct a post-search debrief to review how the process went for the search committee, chair, and hire, including discussion of any candidates who turned down offers and what might have been done to make their recruitments successful.