

Faculty Recruitment: Active Search Procedures Checklist

1. Pre Search Activities

Form the Search Committee

- Create a diverse search committee
- Determine specific selection criteria, including role of diversity in search
- Agree on weighting of qualifications
- Create plan for representing department's commitment to diversity
- Review specific needs of the department
- Develop broad hiring goals
- Create two position descriptions of what is *desired* and *needed*
- Review past searches that have successfully recruited women/minority candidates
- Review instances where women/minorities left or turned down offers

2. Search Activities

Create the Advertisement

- Include interest in diversity
- Include URI's policy on affirmative action and commitment to diversity
- Use proactive language

Actively Advertise

- Ads in appropriate journals, websites
- Hand out pamphlets and Brochures
- Strong Networking-contact colleagues and use existing faculty
- Initiate recruitment trips to universities and conferences
- Develop two information packets, one for all candidates and one that will be sent to only those selected for an interview
- Contact minorities from lists of graduates and PhD candidates

3. Review and Evaluate

- Rank candidates on several different criteria such as teaching, research potential, and mentoring capacity
- Get consensus on multiple ranking criteria
- Follow through consistently for all candidates
- Create "medium" and "short" lists - consider bias in creating these lists
- Plan to interview more than one woman

4. Interview & Negotiation

- Determine necessity of telephone interviews for semi-finalists
- Conduct reference checks before inviting candidates to campus

- Create multiple interview venues
- Plan campus visits consistently
- Schedule interviews with adequate time
- Allow candidates to interact with all faculty members including members from the same minority, and those they might be more comfortable asking sensitive questions
- Represent department and university as place candidate will thrive
- Make available resources of particular interest to women/minorities
- Provide list of possible negotiation items
- Provide information about partner resources, if applicable
- Provide information about mentoring practices and review criteria

5. After the Interviews

- Keep records of good practices
- Find out why women did not accept position if offered one
- Share information with department heads
- Analyze and evaluate the search procedure
- Help new faculty with immediate needs for settling into the area

6. Settling In

- Help new hire locate professional services, such as realtors, physicians, etc.
- Ensure that at least 2 mentors have been assigned
- Help new hire with paperwork processing
- Make sure arrangements have been made to secure all promised start-up items in a timely manner
- Re-introduce new hire to other faculty members; encourage initial social and professional networking opportunities
- Ensure that settling-in responsibilities completely transition from the search committee to the mentors

Notes: