Faculty Diversity Search Process

Roles and Responsibilities

Provost
Maintains overall responsibility for all faculty searches and emphasizes the importance of diversity expansion for the Faculty Diversity Search process.

- Ensures the Search is conducted with a broad look at Diversity.
- Establishes the collegial relationship atmosphere among the University and instills the commitment to the continuous exploration of diversity for the University.
- Approves the Recruitment Package.
- Reviews and approves the final candidate list and the interview schedule.
- Reviews and approves the final candidate selected by reviewing the recommendation and rationale to selection pool/criteria from the Dean, Chair and Search Team.
- Sends out offer letter to new faculty candidate.
Faculty Diversity Search Process

Roles and Responsibilities

Dean

Works collaboratively with the Search Chair and Search Team in order to ensure a viable faculty search process. Oversees and provides support and guidance to the Chair and Search Team with respect to the Diversity initiatives.

- Ensures the Search is conducted with a broad look at Diversity.
- Reviews and approves the Recruitment Package compiled by the Chair and Search Team.
- Selects the Chair for the Faculty Search opening.
- Works with the Chair to select the Search Team, Search Coordinator (optional) and Diversity Rep.
- Approves the Recruitment and Selection Plan.
- Ensures that a consistent/fair and equitable process throughout the entire search.
- Reviews the job postings for the Search Team.
- Oversees the EEO Data to ensure compliance with Diversity Search efforts.
- Reviews, approves the initial candidate pool, CV's and interview schedule.
- Works diligently to assist the Search Chair and Search Team to overcome unconscious biases.
- Review the final candidate pool.
- Reviews and approves final candidate to the selection pool/criteria.
- Reviews and approves the final candidate list and the interview schedule.
- Extends the offer of employment.
- Completes and processes the hiring forms to HR/other departments as required.
Faculty Diversity Search Process

Roles and Responsibilities

Search Team Chair

Oversees and maintains responsibility for effectively managing the assigned faculty search, emphasizing the importance of diversity expansion for the faculty search process.

- Ensures the Search is conducted with a broad look at Diversity.
- Ensures that all candidates are treated with respect and made to feel welcomed into the University community.
- Maintains a consistent/fair and equitable process throughout the entire search.
- Ensures confidentiality, follows the prescribed process steps and maintains integrity for all candidates who participate in the faculty search.
- Creates a collegial relationship atmosphere among the Search Team members.
- Leads all phases of the Recruitment and Selection process as described in the Recruitment and Selection Flowcharts.
- Works with the Dean to review and establish the Recruitment and Selection Action Plan.
- Completes signs and returns the Recruitment and Selection Checklists.
- Maintains all necessary documentation regarding the candidate pool and the entire search.
- Represents the University and maintains positive relationships with candidates.
- Develops the job posting and reviews the final posting copy.
- Reviews the applications/CV’s of all candidates for the Faculty position.
- Recommends final candidate to the Dean and to the Provost.
- Conducts a post assessment of the Recruitment and Selection process for the faculty search.
- Receives the Faculty Diversity Search Training.
- Works diligently to overcome unconscious biases.
Faculty Diversity Search Process

Roles and Responsibilities

Search Team Chair, continued

✓ Maintains communication with candidates, keeping them informed of the process and timelines, where applicable. Ensures that candidates feel welcome to the University.

✓ Reaches out proactively to other Universities/higher education colleges, through personal networks, peer faculty colleagues, and professional associations to expand the search process for diverse candidates.

✓ Spotlights openings and opportunities at all professional conferences attended.
Faculty Diversity Search Process

Roles and Responsibilities

Search Team Members
Works alongside the Faculty Search Chair and other Search Team members including the Diversity Rep regarding the assigned faculty search. The team will emphasize the importance of diversity expansion for the faculty search process.

✓ Represents the University and maintains positive relationships with candidates.
✓ Ensures the Search is conducted with a broad look at Diversity.
✓ Ensures that all candidates are treated with respect and made to feel welcomed into the University community.
✓ Maintains a consistent/fair and equitable process throughout the entire search.
✓ Ensures confidentiality, follows the prescribed process steps and maintains integrity for all candidates who participate in the faculty search.
✓ Receives the Faculty Diversity Search Training.
✓ Works diligently to overcome unconscious biases.
✓ Actively participates on input for the Recruitment and Selection Plan.
✓ Reaches out proactively to other Universities/higher education colleges, through personal networks, peer faculty colleagues, and professional associations to expand the search process for diverse candidates.
✓ Speaks directly with possible candidates before and after the diversity search process.
✓ Develops with the support of the Search Chair, agreed upon evaluation criteria.
✓ Actively reviews applications/CV’s and other pertinent candidate information.
✓ Contributes and dialogues with all Search Team members including the Diversity Representative regarding all candidate information.
✓ Maintains confidentiality before, during and after the search is complete.
✓ Spotlights openings and opportunities at all professional conferences attended.
Faculty Diversity Search Process

Roles and Responsibilities

*Diversity Search Representatives*

Engages as a Search Team member, assisting, developing and helping the Search Team, emphasizing the importance of diversity expansion for the faculty search process.

- Adds value to the Search Team by emphasizing and bringing additional insights about the focus of women and underrepresented candidates to the candidate pool.
- Understands the potential for unconscious biases, assisting the Search Team process to ensure equity at the candidate pool.
- Represents the University and maintains positive relationships with candidates.
- Receives the Faculty Diversity Search Training.
- Ensures the Search is conducted with a broad look at Diversity.
- Ensures that all candidates are treated with respect and made to feel welcomed into the University community.
- Maintains a consistent/fair and equitable process throughout the entire search.
- Ensures confidentiality, follows the prescribed process steps and maintains integrity for all candidates who participate in the faculty search.
- Maintains confidentiality before, during and after the search is complete.
Faculty Diversity Search Process

Roles and Responsibilities

Search Coordinator (optional)

Engages and supports the Search Chair and Search Team by providing additional support and assistance with both the Recruitment process and Selection process with respect to candidates and their documentation and information.

✓ Represents the University and maintains positive relationships with candidates.
✓ Receives the Faculty Diversity Search Training.
✓ Ensures that all candidates are treated with respect and made to feel welcomed into the University community.
✓ Assists by compiling the background data on candidates for inclusion in the Faculty Search documentation folder.
✓ Contacts candidates for the interview process at both the initial screening and any subsequent interview stages.
✓ Maintains confidentiality before, during and after the search is complete.
✓ Creates and sets up the Interview schedule, completely identifying candidates, timeframes and locations for the interviews.
✓ Maintains communication with candidates, keeping them informed of the process and timelines, where applicable. Ensures that candidates feel welcome to the University.
✓ Maintains all necessary documentation regarding the candidate pool and the entire search.
✓ Assist the Search Chair in returning all completed candidate information (i.e., applications, CV’s, interview checklists) back to Human Resources following the conclusion of the faculty search.
Faculty Diversity Search Process

Roles and Responsibilities

Human Resources Department (HRD)
The Human Resources Department (HRD) works in full partnership with the Provost, Dean, Search Chair, Search Team and Diversity Rep. The HR participates throughout the Recruitment and Selection process supporting the hiring of new Faculty.

- Answers and responds to questions about the process, interviewing strategies, questions about evaluation of candidates.
- Continually designs, develops and instructs the Faculty Diversity Search Training.
- Continually designs, develops and brings the Faculty Toolkit forward as an approach to structuring and aiding the Search teams in their recruitment/selection efforts.
- Helps to identify where and what the postings should include for a full diversity faculty search.
- Represents the University and maintains positive relationships with candidates.
- Ensures the Search is conducted with a broad look at Diversity.
- Ensures that all candidates are treated with respect and made to feel welcomed into the University community.
- Assist the Search Team, maintaining a consistent/fair and equitable process throughout the entire search.
- Maintains the documentation obtained for each faculty search.
- Databases the University’s Faculty Search efforts and provides this information as necessary to the Provost, Deans and Faculty Search teams.
- Helps to make the process for the candidates inclusive and responds to candidate questions as necessary.