DEPARTMENT ACTIVITIES

1) Job description, proposed advertising language, rank, area
2) Five-year departmental search history with gender and under-represented minority breakdown of hires plus interviewed candidates for each previous search.
3) A potential contact list of Women and URMs in the same field as department at top-30 ranked institutions, separated as senior/post-tenure and junior/pre-tenure and indicating current institution and contact information. The list may be used to contact some individuals regarding their interest in the position and/or to ask them to help in identifying particularly promising W/URMs currently in non-faculty positions. The individuals contacted for this particular search should be noted.

DSC Chair submits Recruitment Plan

DSC Chair required to participate in Provost's annual University Orientation for Search Chairs

SOC Reviews Search Plan

SOC Assesses Faculty Search Process to date

Final Result: Dean and Director/Chair meet to discuss candidate and offer. Dean makes decision on whether to extend offer

Final Result: SOC recommends to Dean that an offer is extended

Whether or not successful hire is made, DSC Chair works with HR Rep and Director/Chair to complete required university Search Summary form for Vice Provost for Diversity

STRATEGIC OVERSIGHT COMMITTEE ACTIVITIES

Phase 1: Search Initiation

Director/Chair has requested and Dean has approved initiation of search

Phase 2: Prior to Any Interview Scheduling

Final Result: Committee recommends to Dean that search plan is approved

Final Result: Committee rejects search plan and provides detailed feedback to DSC Chair regarding elements essential for approval

Phase 3: Prior to Scheduling any Additional Interviews

Phase 4: Plan to Offer Position

SOC Assesses diversity of search and justification of candidate

Phase 5: Search Summary Completed

SOC Assesses Plan to Offer

SOC recommends to Dean that an offer is extended

SOC recommends to Dean that an offer is not extended