

Strategic Oversight Committee on Faculty Hiring Procedural Map

DEPARTMENT ACTIVITIES

STRATEGIC OVERSIGHT COMMITTEE ACTIVITIES

Recruitment Plan
 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

Running tally of applicants including gender and URM

Four ranked lists: top 10 applicants, top 5 males, top 5 females, top 5 minority. Include current position, institution, PhD. institution, solicited/unsolicited application

Provide details on all questions in Appendix B related to the search process

DSC Chair Demonstrates Diversity of Applicant Pool

DSC Chair updates SOC on information reported in Phase 2

DSC Chair provides summary information on the diversity of the search and justification for hiring final candidate

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

Phase 1: Search Initiation

Phase 2: Prior to Any Interview Scheduling

Phase 3: Prior to Scheduling any Additional Interviews

Phase 4: Plan to Offer Position

Phase 5: Search Summary Completed

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

SOC Reviews Search Plan

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

Department Director/Chair informs Dean and SOC about membership of search committee

Associate Dean for Diversity meets with department search committee to discuss best practices in interviewing

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

SOC Assesses Faculty Search Process to-date

Possible Result: Committee approves plans for interviews

Possible Result: Committee rejects plans for interviews and provides detailed feedback to DSC Chair; DSC Chair responds

SOC Reassesses Faculty Search Process to-date

Possible Result: Committee approves plans for additional interviews

Possible Result: Committee rejects plans for additional interviews and provides detailed feedback to DSC Chair; DSC Chair responds

SOC Assesses Plan to Offer

Possible Result: Committee approves diversity of search and justification of candidate

SOC recommends to Dean that an offer is extended

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

Possible Result: Committee rejects plans for offer based on search process and provides details to DSC Chair

SOC recommends to Dean that an offer is not extended