

Guidelines for Search Committees

Process Review:

- Follow the process as outlined in the appropriate PPS (i.e. 07.02)
- Allow ample time for review
- Communicate early and often with the Office of Equity and Access – we're here to help.
- Send applicant folders with log.
- Make your assessment visible - use a matrix or chart

Equity Review:

- Hold all applicants to the same standard
- Use criteria listed in the job description
- Make judgments consistent with the criteria when assessing applicants

Access Review:

Make a commitment to fill a large, diverse pool of qualified candidates.

- Consciously examine bias and assumptions associated with the search.
- Create a job description likely to yield a wide and inclusive pool of candidates.
- Develop a broad description of scholarship, experience, and disciplinary background – rather than narrow.
- Whenever possible, use “preferred” instead of “required” and “should” instead of “must.”
- Develop an aggressive and comprehensive recruitment plan that uses multiple recruitment strategies, focusing on personal networking and targeted mailings.

Diversity Review:

- Base recruiting and screening process on department assessment.
- Expand the evaluation criteria.
- Prior to the actual screening, determine the evidence you are willing to accept as proof that candidates meet the posted criteria.

**Equity and Access Office
Faculty Hiring Evaluation Checklist**

Process Review:

1. Was the PPS (07.01; 07.02) process followed?
2. Was the paperwork submitted to Equity and Access with ample time for review?

Equity Review:

3. Were all candidates held to the same standard?
4. Was the standard consistent with the job description?
5. Did all candidates receive equitable treatment?

Access Review:

6. What was the academic quality of the applicant pool?
7. What was the diversity (personal characteristics) of the applicant pool, if known?
8. What was the depth of the applicant pool: diverse perspectives, knowledge, skills, abilities (KSA's), etc.?

Diversity Review:

9. How does this hire add to the diversity of the department?
 - From an academic and/or professional perspective
 - From a personal background perspective

Department Goal:

10. How does this hire meet the overall needs of the department and university?
