

Checklist for Search Committee Chairs for Effective and Inclusive Faculty Searches

- ❑ Work with Department Head to [define the position](#) broadly.
- ❑ Form a committee that [includes people who value diversity](#).
- ❑ Committee members can gain an understanding of implicit bias by either reviewing at least two of the [resources about implicit bias](#) and or by attending an implicit bias training session. A discussion of implicit bias should be part of the first search committee meeting.
- ❑ [Write an advertisement](#) to attract excellent candidates from a variety of backgrounds. The ad should signal interest in increasing diversity.
- ❑ Create a [search plan](#) for broadening and diversifying your applicant pool through emails, calls, listservs, and ads to encourage people to apply.
- ❑ Review with Dean's Office before searching – [materials to send in advance of meeting](#).
- ❑ [Enhance the pool](#) by actively recruiting to encourage applications from excellent and diverse candidates.
- ❑ Discuss the evaluation criteria for reviewing applicants to [create the short list](#).
- ❑ [Prepare to interview](#) by discussing standard interview questions, informing faculty about illegal interview questions and preparing for candidate's questions.
- ❑ As with creating the short list, faculty should use defined criterion to rank the candidates rather than simply voting their preferences.
- ❑ *Share information* about [dual careers resources](#) and plan to work with the Vice Provost for Faculty and Human Resources to solve dual career challenges.
- ❑ Review with Dean's Office before interviewing and making an offer – [Send list to Dean](#)
- ❑ Summarize the search in a debriefing report – [information of interest to Dean at close of search](#)

