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