

Search Plan

- Drafting the position announcement
- Strategize the outreach efforts
- Set the Affirmative Action Goals
- Define Selection Criteria and Process

Initial Review Date / Shortlist Report

- Reconcile the Availability Data with Applicant Pool Data
- Strategically implement additional outreach (if needed)
- Disposition candidates with non-comparative statements
- Evaluate Contributions to Diversity statements

Search Report

- Evaluate candidates using objective criteria
- Other candidates dispositioned non-comparatively
- Updated documented selection process

Search Plan

- Academic Title
- Discipline or area of interest
- Description of the position
- Commitment to Diversity Statement
- Job Duties
- Qualifications
 - Required: At time of application
 - Additional: At time of appointment
 - Preferred
- Initial / Additional Review Dates
- Final / Closing Date
- Application required documents

- Separate Tenured searches from all other academic series.
 - Separate availability data
 - Separate applicant pools
 - Separate applications
 - Separate duties
 - Separate levels of experience



No “steering”, no “tracking” = OFCCP compliant process.

SEARCH INFO

Details

Diversity

Advertisements

Qualifications

Selection Process

Committee

Documentation

Disposition Reasons

Conclusion

Selection Process

Selection Criteria

For Assistant Professor -

Evaluate letters of recommendation for excellent to candidates.

One or more peer reviewed publications in the field.

For Associate Professor -

At least 5 publications in high quality journals as first or senior author.

Successfully obtained at least one competitive research grant as principal investigator.

For Full Professor -

Evaluate Letters of recommendation for excellent to outstanding candidates with national or international reputation.

Multiple senior author publications in high quality journals.

History of multiple successful research grant applications.

Selection Criteria:

- Prioritized list of criteria for selection
- Often determined by department needs

Selection Plan

1. Search committee reviews all applications.
2. Search committee selects shortlist pool and 2-3 committee members conduct phone interviews.
3. Continuing shortlist candidates invited for in-person interviews with full committee.
4. Final candidate presents research in an oral presentation to Department faculty and students.

Selection Plan:

- Procedural
- How the search committee will evaluate the applicants and select the shortlist and finalist (screening process, interview procedures, role of the search committee, etc.)

The Shortlist Report shows:

- Whether the applicant pool diversity reflects demographics of field total
- Meets Availability?
 - Proceed with evaluating applicants
- Does not meet Availability?
 - re-open search and conduct more outreach

What counts as additional outreach? Lots of things

- market the job at conferences, email announcement to any listservs, associations, colleagues, former students, post on social media (Facebook, twitter, linkedin, etc.)
- Evidences must be uploaded to Recruit with Date Stamp and Recruit URL

Qualified Pool

- Applicant Status: Complete
- Meets basic qualifications
- Visible to analysts, Search Chair, search committee

Shortlist

- Applicant Status:
 - Complete
 - Serious consideration
 - Recommended for interview
- Dispositioning
 - Complete: Dispo Reason
 - Serious (none)
 - Rec (none)

Search Report

- Applicant Status:
 - Complete
 - Serious consideration
 - Recommended for interview
 - Proposed
- Dispositioning
 - Complete: Dispo Reason
 - Serious: Dispo Reason and Comment
 - Rec: Dispo Reason and Comment
 - Proposed: Comment

Candidate talked good job talk.

Candidate showed some deficiencies.

Dr. Shen has an MD from St. Louis University School of Medicine and an MPH from SDSU. Although Dr. Shen has wonderful scholarship and pedagogical approaches to their work, they will not have their Board Certification in time for the appointment, it is for this reason that the Search Committee has deselected the candidate.

Good Disposition Comments must be focused on what shortcomings in the application caused the candidate to be selected or deselected without comparing them to other candidates being considered. Not grading on a curve.

" Dr. Shen has an MD from St. Louis University School of Medicine, an MPH from Harvard School of Public Health, and has completed a Fellowship in Cardiovascular Disease at Emory University. Dr. Shen is Board Certified in Internal Medicine. During the interview Dr. Shen expanded upon their research in Addiction Medicine and how they integrate community learning and wellness with their graduate and undergraduate students. Given Dr. Shen's history in securing extramural funding for research projects and navigating relationships with students of all backgrounds, the committee is confident that Dr. Shen would have a positive impact with regard to the department's teaching experience and community action oriented programs. Based on Dr. Shen's background, research focus in preventive care and education, the Search Committee selects Dr. Shen as the Proposed Candidate