What is the role of the Search Committee?

**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 Committees: Search Plan

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
Search Committees: Separate Tenured

- 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.
Selection Criteria:
- Prioritized list of criteria for selection
- Often determined by department needs

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
Disposition: The Applicant’s Journey

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.

"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.