

Broadening the Participation in the University Faculty Search Process: A Facilitator's Guide

Help
Wanted

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First Edition

This Faculty Search Facilitator’s Guide outlines ways to optimize and expand search pools. More choices mean better access to highly qualified applicants and a greater likelihood that the best candidate for the position applies. This program is a fundamental part of the strategy to transform the campus climate to allow a diverse faculty, staff and student body to thrive.

- Expand recruitment strategies and tactics to increase the size and depth of the applicant pool,
- Recognize that Faculty Search Committees hold unintentional biases and assumptions that influence our evaluation of applicants, and
- Actively work to counteract these biases and assumptions to recruit the finest faculty possible.

Faculty Search Process

Search Training

The search training was developed to be given to individual search committees. Once the search committee has been convened, the chair of the committee schedules a training with the Search Training Coordinator. The one-hour training is presented using a webinar format with PowerPoint slides and a recorded narrative. The presentation is paused in particular points to have group discussions on the different topics.

Stage	Task	# Hours	# of Searches	Per Search	
Search preparation	data, references	2	30	0.07	
	toolkit updating/printing	2	30	0.07	
	training the trainers	2	30	0.07	
Approval to begin search	setting up spreadsheet	1	30	0.03	
Search committee formation	scheduling training	1	1	1.00	
	training committees	1	1	1.00	
	personalizing emails	1	1	1.00	
Family Advocate Assignments	organize list and emails	0.5	1	0.5	
Vacancy ad creation	reviewing vacancy ads	1	1	1.00	
Advertising/promoting the position	email about outlets/funds	0.5	1	0.50	
	negotiating/finding funds	1	1	1.00	
Reviewing applications	email about reviewing	0.5	1	0.50	
	discussions about shortlist	1	1	1.00	
Interview process	Family Advocate meetings	0.5	1	0.50	
	Email about additional candidates	0.5	1	0.50	
	negotiating travel funds	1	1	1.00	
Preparing offers	email about negotiating offer	0.5	1	0.50	
	discussions about offers	1	1	1.00	
Dual career considerations	researching/negotiating/offers	8	1	8.00	
New faculty orientation	Family Advocate welcome	0.5	30	0.02	
TOTAL =		26.5		19.25	with Dual Career
				11.25	w/o Dual Career
			For 20 searches/semester	385	hours with Dual Career
				225	hours w/o Dual Career
			0.5 FTE for 4.5 months	2.4	months with Dual Career
			0.3 for 4.5 months FTE	1.4	months w/o Dual Career

Materials provided:

- Broadening Faculty Searches Toolkit – this booklet contains facts and figures about unintentional bias (including citations and papers), resources for recruitment, reviewing and campus visits.
- Department diversity data sheet
- Family Advocate brochure
- Guidelines of the role of the Search Support Team

Trainers – A lead trainer and a support trainer (can be either faculty or staff) not from the unit being trained, who has served on a search committee in the past, and is skilled in the material and can guide the conversations. The lead trainer should have a working knowledge about dual-career options to brainstorm and consult as needed.

Admin support – The Search Training Admin trains the trainers, coordinates the search committee assignments, and updates the toolkit and webinar as needed. The Admin coordinates printing of the toolkits and other materials for the trainings, communicates and schedules the trainings, and coordinates follow-up as the search process progresses.

Interviewing Process

Search committees are encouraged to use the Candidate Evaluation Tool from the toolkit to evaluate each candidate. During the On-campus visit, the candidates are offered a short ~15 – 30 min meeting with a [Faculty Job Candidate Family Advocate](#) where they are given a [Family Advocate brochure](#). The goal of these meetings is to enhance recruitment of faculty by conveying the work-life culture at the institution.

Dual Career Negotiations

An important part of the search process are Dual Career negotiations. If the partner is looking for an academic position, the hiring department head fills out the [Partner Accommodation Request form](#) on the Provost’s website. They are asked to submit the partner’s curriculum vita, research statement, teaching and any additional materials required by the department, college, unit or division. They then schedule an interview with the candidate as well as the partner followed by a faculty meeting to assess support for the partner and submit all the materials to the dean. The lead trainer takes an active role in bringing parties together to discuss and negotiate for partner accommodations.

If the partner is looking for a non-academic position should contact the [Dual Career Liaison](#) in Human Resources.

Faculty Search Process Budget

This budget is based on 20 searches in one academic year.

Stage	Task	Hours	Admin Costs	Materials Cost	Comments
Search preparation	Training the Trainers	2	\$ 100	\$ 200	
	Printing toolkits and materials	2	\$ 100	\$ 840	
Approval to begin search	Setting up spreadsheet	1	\$ 50	\$ 200	
Search committee formation	Scheduling training, training committees, emails	5	\$ 250	\$ -	
Family Advocate Assignments	Organize FA list and emails	1	\$ 50	\$ -	
Vacancy ad creation	Reviewing vacancy ads	10	\$ 500	\$ -	
Advertising/promoting the position	Email about outlets/funds	1	\$ 50	\$ 500	
Reviewing applications	Discussion about shortlist	10	\$ 500	\$ -	
Interview process	Negotiating travel funds	5	\$ 250	\$ 5,000	
Preparing offers	Discussions about offers	10	\$ 500	\$ 200	
Dual career considerations	Researching/negotiating/offers	20	\$ 1,000	\$ 200	
					TOTAL
TOTAL =			\$3,350	\$ 7,140	\$ 10,490
		# people	for ~20 searches		
Toolkits: \$14 each, for ~10 searches 2X per year (3 people/committee) =		60	\$ 50	per hour	