

Searching for Excellence: A Search Committee Checklist

Before the search

- Attend search committee training.
 - Educate yourself about common – and often unconscious - biases and assumptions.
 - Identify effective strategies for recruiting and hiring women faculty.
 - Consider what factors in your department might discourage applicants from traditionally underrepresented groups and/or lead to women turning down an offer.
 - Keep in mind that diverse interests/experiences contribute positively to candidate qualifications.
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Developing the position description ²

- Use qualifications that are as broad as possible re: scholarship, experience, and disciplinary background.
 - Include in the position description all qualifications/characteristics to be used in screening candidates.
 - Include “ability to interact & collaborate effectively with a diversity of colleagues and students” as a minimum qualification.
 - Make any qualifications preferred that are not absolutely required.
 - Make sure that position description and advertisement signal a commitment to inclusion:
 - Include the NDSU EO statement in the advertising.
 - Add: NDSU is an NSF ADVANCE institution.
 - Consider using this or a similar statement: Women and members of other traditionally underrepresented groups are encouraged to apply.
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During the search

- Advise the chair if you cannot be at a search committee meeting.
 - Recruit actively: network with colleagues at other universities; be proactive at conferences.
 - Make time in your schedule to read application materials thoroughly.
 - Keep your cognitive errors card handy and refer to it often.
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Conducting the interview

- Develop, as a committee, a series of questions to use consistently with each candidate.
 - Be sure you allow time for each candidate to ask questions.
 - Make sure interactions with each candidate are honest and gracious.
 - Market the position, your department, college, NDSU, and the F-M community.
 - Do not ask personal information of the candidate. BUT, offer information about such things as the spousal/partner hiring policy to each candidate – don't pick and choose.
 - Do not assume family responsibilities will have a negative impact on a candidate's career.
 - Focus your attention on the individual's scholarship and skills rather than other characteristics.
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Preparing the offer

- Strive to reach a consensus among committee members about a recommendation for hiring.
 - Be sure that the search committee – as a whole - has a clear rationale for its recommendation based on advertised qualifications.
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After the Search

- Participate in an evaluation of the search process and its effectiveness.
- Encourage the new hire to participate in the university wide mentoring program.
- Encourage the research, teaching, and service contributions of the new hire.
- Help the new hire identify multiple mentors and various mentoring and professional development opportunities.
- Follow-up both formally and informally with the new hire to help with transitions and to address any concerns.