## Searching for Excellence: A Search Committee Checklist

□ Attend search committee training. □ Educate yourself about common – and often unconscious - biases and assumptions. □ Identify effective strategies for recruiting and hiring people from traditionally underrepresented groups. □ Use qualifications that are as broad as possible resescholarship, 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. □ During the search ¹ □ Advise the chair if you cannot be at a search committee meeting. □ Recruit actively: network with colleagues at other universities; be proactive at conferences. □ Conducting the interview ² □ Develop, as a committee, a series of questions to use consistently with each candidate. □ Be sure you allow time for each candidate are honest and gracious. □ Marke the position, your department, college, NDSU, and the F-M community. □ Preparing the offer □ Strive to reach a consensus among committee members about a recommendation for hiring. □ Participate in an evaluation of the search process and its effectiveness. □ Farticipate in an evaluation of the search process and its effectiveness. □ Include the NDSU formation about such thir advertising. □ Add: NDSU is an NSF ADVANCE. □ Consider using this or a similar sta Women and members of other traductions and wertisement signal a commitment to advertising. □ Add: NDSU is an NSF ADVANCE. □ Consider using this or a similar sta Women and members of other traductions preferred that absolutely required. □ Make sure that position description and advertisement signal a commitment to advertise ments ignal a commitment to advertise		
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<sup>&</sup>lt;sup>1</sup> For resources see: <a href="http://www.ndsu.edu/forward/resources/resources\_for\_faculty\_recruitment/">http://www.ndsu.edu/forward/resources/resources\_for\_faculty\_recruitment/</a>

<sup>&</sup>lt;sup>2</sup> For resources see: <a href="http://www.ndsu.edu/diversity/equity/recruitment\_and\_hiring/">http://www.ndsu.edu/diversity/equity/recruitment\_and\_hiring/</a>