Searching for Excellence: A Search Committee Checklist

Before the search 1

☐ 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.

☐ Consider what factors in your department might discourage applicants from traditionally underrepresented groups and/or lead them to turn down an offer.
☐ Keep in mind that diverse interests/experiences contribute positively to candidate qualifications.

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.

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.

☐ Make time in your schedule to read application materials thoroughly.
☐ Keep your cognitive errors card handy and refer to it often.

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 to ask questions.
☐ Make sure interactions with each candidate are honest and gracius.
☐ 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 spouse/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.

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.

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.

1 For resources see:  http://www.ndsu.edu/forward/resources/resources_for_faculty_recruitment/

2 For resources see:  http://www.ndsu.edu/diversity/equity/recruitment_and_hiring/