Regular Faculty Searches

Regular Faculty Search Process

1) The Initial Set-Up
- Once searches are approved the department drafts a job ad and sets up a search in Interfolio
- Interfolio should include the plan for advertising the search and generating a diverse and robust pool of applicants, a copy of the job ad as it will appear in print, and the names of the search chair and diversity rep
- Interfolio searches are approved by the DOF and OIED
- Departments are then responsible for advertising the position

2) Additional Outreach
- In many cases, direct emails to prospective applicants or prominent faculty in the field are appropriate
- In some cases the DOF, OIED, or the Associate Deans for Special Initiatives may be able to help generate lists of prospective applicants.

3) The Long List
- Once the application deadline has passed, the committee may make a first cut to reduce the pool to acceptable applicants, a "long list"
- If the committee chooses to move directly to the short list, all non-shortlisted candidates should be labeled "not long list" in Interfolio

The Long List

Set the long list by checking the boxes next to each applicant and choosing either "long list," or "not selected for long list" from the "status" menu.

Computer Science   Position Closed   change   Mar 16, 2018   No date set

Applicants

Search by name, education, or status

[   ] [🔍]   [Filter ⌄] [Saved Views ⌄] [Columns ⌄]

8 of 8 Applicants Shown.

[Read   Email   Status ⌄   Tag ⌄   ⋮]

☐	Applicant Name ▲		Date Updated		rall Rating ⇅

☑	Ph.D. - Doctor of Philosophy, Indian Institute of Technology Patna, India	Apr 14, 2018	Not Selected for Long List	☆ ☆ ☆
	COMPLETE: PENDING LETTERS		Long List	
			(Near) Shortlist	
☑	Ph.D. - Doctor of Philosophy, Florida International University	May 5, 2018	Final Round Interview	☆ ☆ ☆
	COMPLETE: PENDING LETTERS		Offer Made	
			Hired	
			Request for Additional Material	

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4) Creating the Short List
- In some cases the committee will select from the long list a group of applicants to interview at a national meeting or remotely by phone, ZOOM, etc. In other cases they will move directly to on-campus interviews
- Minutes of all search committee meetings should be kept; the DOF will pay for up to four on-campus interviews
- All candidates selected for on-campus interviews and an equal number of next-tier candidates should be labeled "near short list" in Interfolio…

The (Near) Short List

Set the (near) short list by checking the boxes next to each applicant and choosing "(near) short list" from the "status" menu. You do not need to change the status of those candidates not selected; leaving them in the "long list" will indicate that they did not make the near short list. If no long list was used, label all candidates not chosen for the (near) short list as "not long list."

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[Read] [Email] [Status ▾] [Tag ▾] ⋮

☐	**Applicant Name** ▲		Date Update	rall Rating ⇕

Not Selected for Long List

Long List

(Near) Shortlist

Final Round Interview

Offer Made

Hired

Request for Additional Material

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COMPLETE: PENDING LETTERS

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COMPLETE: PENDING LETTERS
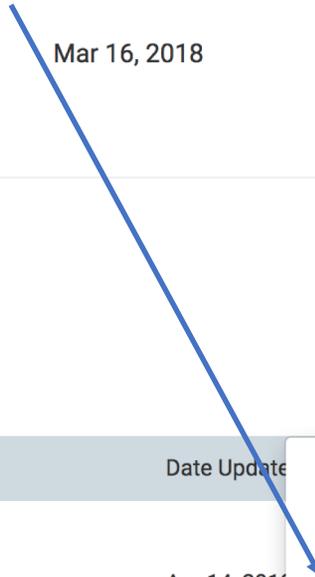
Regular Faculty Search Process

5) Interim Pool Report and Diversity Report
- Once the near short list has been identified the committee should submit the pool report by clicking the link the search chair received at the beginning of the search
- This is the point at which the committee indicates which applicants it would like to interview in person
- The Diversity Rep should also submit the Diversity Report via the link that was emailed to him/her at the beginning of the search
- Both reports will partially autofill to require as little redundant entry from you as possible

6) Interview approval
- Once DOF and OIED have approved your pool report and diversity report, you will receive an automated email informing you that the reports are approved
- At this point you may schedule campus interviews (up to four)
- You should update Interfolio to indicate which candidates were chosen for the final round interview

7) The Interview
- The interview formats should be consistent across all candidates.
- Where possible, record seminars and lectures for review by absent faculty
- Opportunities to meet with students are encouraged

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8) Assessment of Candidates
- After all on-campus interviews have taken place, the committee should meet to make its recommendation to the full department
- At a department meeting for which careful minutes are kept, the department should discuss and vote on its recommendation in accordance with its own voting rules set out in the Standards and Criteria document
- If two departments or units are involved, each should maintain its minutes
- Any candidates to whom an offer is to be made should be marked as such in Interfolio

9.) Hiring and Diversity Reports
- Once the committee has selected a finalist, the search committee chair should fill out the hiring report via the link that was sent at the beginning of the search and the committee or department chair should draft a cover memo that should be uploaded to Interfolio
- Minutes from department meeting(s) discussing the search should be uploaded to Interfolio
- The Diversity Rep should submit the diversity report update via the link that they received after submitting the first Diversity Report
- When the hiring and diversity reports have been approved you will receive an email. Do not contact candidates until you have received this approval

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10.) The Offer
- Committee and/or department chairs discuss the terms of an offer with the Dean
- Once terms are agreed upon, they can be informally conferred to the candidate via email or phone
- If a tentative agreement is reached, the formal offer letter will be generated by the DOF
- The chair will normally draft a department letter welcoming the candidate and outlining issues such as teaching expectations, office space, and computer equipment. This departmental letter should be sent to the DOF for review before being sent to the candidate
- If the committee wishes to move on to a second or third candidate after a failed offer, they must receive prior permission from the DOF

The Role of the Search Committee Chair:

The search committee chair is responsible for ensuring the smooth functioning of the search process. Normally his or her duties might include:

- Coordinating and leading search committee meetings
- Ensuring that University and departmental policies are followed and that careful and accurate notes are kept
- Serving as the primary point of contact with candidates
- Coordinating with other academic units, as applicable
- Scheduling campus visits, determining the format of interviews, and ensuring that all candidates have the same interview format and treatment
- Soliciting input from interested groups, such as graduate or undergraduate students
- Drafting the cover memo

The Department Chair is responsible for negotiating the terms of offer with the candidate and the Dean.

The Role of the Diversity Representative:

The role of the Diversity Representative is to ensure that a diverse, fair and equitable search is conducted. The appointment of a Diversity Representative is required on all faculty search committees. While it is expected that all faculty search committee members consider diversity, the Diversity Representative serves as an advocate for best practices as well as a resource to their colleagues on the committee. As such, the Diversity Representative should ensure that committee discussions take place about potential unconscious biases that may impact the outcome of the search, as well as offer strategies on countering such biases so that at each stage of the process pools are constructed with Brown's commitment to diversity and inclusion in mind. Below are some steps that can help the Diversity Representative achieve these goals during the search process:

- *Develop and distribute information on recruitment such as availability data, articles on racial/ethnic and gender issues in recruitment, best practices in recruiting within respective field, and goals set forth in your Departmental Diversity and Inclusion Action Plan (DDIAP)*
- *Assist in search activities: networking and identifying resources to attempt to bring applicant pools in line with national race, ethnic and gender availability*
- *Consult with the search committee chair and the Office of Institutional Equity and Diversity (as needed), to implement and develop best practices in recruitment of underrepresented groups*
- *Review and approve search process to ensure compliance with university search guidelines, including accessing data to evaluate the applicant pool compared to candidates who are invited to campus*

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The Role of the Search Committee Member:

Members of the search committee are expected to be full and active participants in all aspects of the search process. In particular, all members of the committee are expected to attend all interviews, actively to assess candidates' dossiers and additional written work, and to participate in search committee meetings and assist the chair with additional duties as needed.

Search committee members should not normally contact candidates unless they have coordinated such communication in advance with the search committee chair.

Best Practices for Searches

- Keep all committee votes and discussions confidential and don't discuss individual faculty members' votes or comments with colleagues or students

- Hold a meeting with the search committee and the department chair before the search begins to set ground rules for committee and departmental meetings, discussions, and evaluations of candidates

- Treat all applicants similarly at each stage in the process (e.g. make sure that campus visits by finalists include the same set of experiences and meetings)

- Encourage faculty to avoid lobbying faculty members or members of the search committee (discussion in department meetings where views can be shared, compared, critiqued, etc. with all members eligible to vote)