

# Faculty Search Process

Office of the Dean  
School of Architecture and Planning  
Spring 2021

## Overview

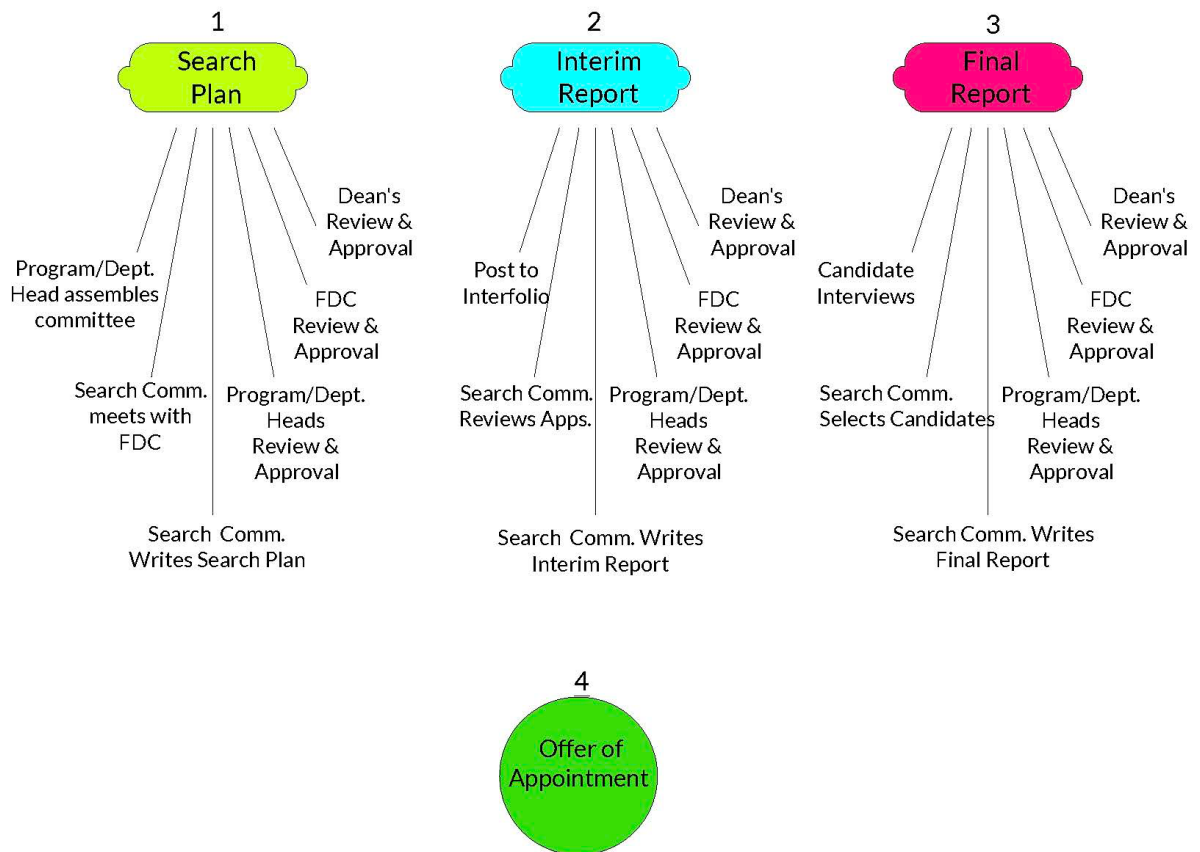
---

The purpose of the Faculty Diversity Committee is to assess and assure that the SA+P faculty search process allows for the inclusion of women and members of US underrepresented minority groups.  
(prioritizing)

- Each plan/report must be submitted by the head of program or department
- Each report must include details of events and measures taken that convey evidence of a fair, diverse, inclusive and equitable search.

---

## Search Stages & Steps



## Stage 3: Final Search Report

---

1. Candidates brought in for interview and formal visit.
2. Search Committee selects final candidate(s)
3. Search Committee prepares Final Report **(use format below)**
4. Department/Program Head reviews and either requests revisions or approves Final Report
5. Faculty Diversity Committee reviews and either requests revisions or approves Final Report
6. Dean reviews and either requests revisions or approves Final Report
7. Notification of final approval sent by dean's office administrator to Faculty Diversity Committee, Search Committee, and Department/Program Head
8. Department/Program Head in consultation with the Dean creates formal offer letter
9. If an offer is declined please report to the dean's office administrator who is required to track this information for MIT

---

**Report Date:**

**Department:**

**Position:**

**Date of Search Plan Approval:**

---

**Report on Search:**

**Background and goal of search:**

- Append the approved Search Plan and Interim Report.

**Summary of Search Committee process and challenges:**

- Measurable information is expected, e.g., outreach efforts (phone calls, email, etc.)
- Please discuss any challenges the committee encountered while conducting the search.
- Also list any suggestions for improving the search process that we may be able to share with other search committees.

**Review of Selected Candidate(s):**

- Provide a justification for the selection of the preferred candidate(s). Explain how and why the candidate was selected from among the finalists. In particular, describe clearly how the selected candidate was evaluated in light of all criteria, including diversity criteria, and how women/minority finalists were evaluated or ranked relative to the selected candidate.
- Attach a copy of the selected candidate(s)'s curriculum vitae
- Indicate selected candidate(s): Name, Gender/Ethnicity & approximate Start Date
- Update the Statistical Summary of Applicant Pool as needed **(use format below)**.

## Review and Statistical Summary of Applicant Pool:

(add a brief summary here)

- **Create a narrative summary of number**
- **Instructions and Code:** Use the codes to designate race/ethnicity of all applicants and interviewees. In addition, provide the number of applicants and interviewees needing visa sponsorship.

H/L: Hispanic or Latino

AI/AN: American Indian or Alaska Native

A: Asian

B: Black or African American

W: White

PI: Native Hawaiian or Other  
Pacific Islander

2+: 2 or more races

INT: International Applicants (those  
needing visa sponsorship)

Number of Applicants by Race/Ethnicity										
Sex	Total	H/L	AI/AN	A	PI	B	W	2+	INT	Unknown
Male										
Female										
Unknown										
Total										

Number of Interviewees by Race/Ethnicity										
Sex	Total	H/L	AI/AN	A	PI	B	W	2+	INT	Unknown
Male										
Female										
Unknown										
Total										

Attach the resumes of all the women and minority finalists

### Offers of employment:

#### First offer:

Candidate Selected:

Sex:

Position/Rank

Ethnicity

Please indicate if the applicant needs visa sponsorship: Y or N

Approval/offer date:

Offer Accepted date:

Offer Declined date:

Start date:

**Additional offers made:**

Candidate Selected:

Sex:

Position/Rank

Ethnicity

Please indicate if the applicant needs visa sponsorship: Y or N

Approval/offer date:

Offer Accepted date:

Offer Declined date:

Start date: