

Faculty Search Process

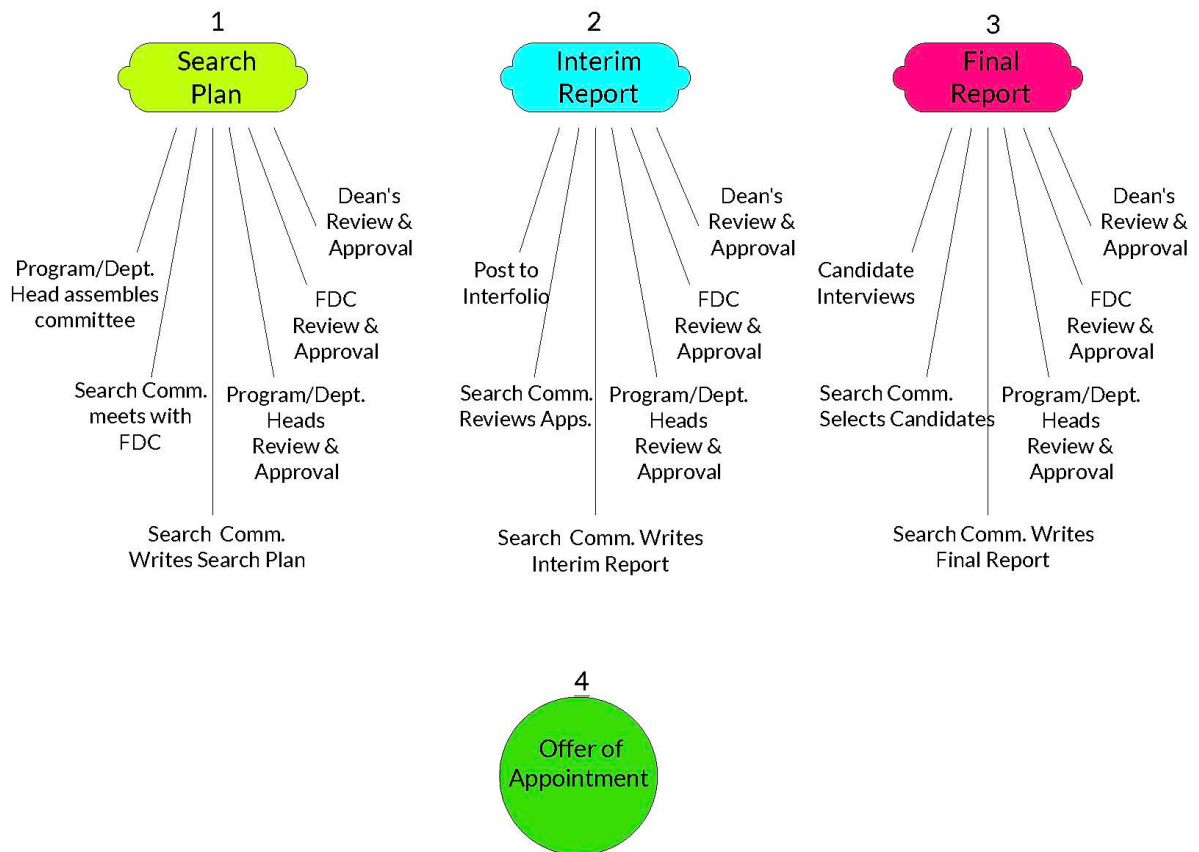
Office of the Dean
School of Architecture and Planning
Spring 2021

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 2: Interim Search Report

1. Department posts position on Interfolio and forwards job description to the International Scholars Office (ISchO)
2. Search Committee collects applications and reviews
3. Search Committee prepares Interim Report (**use format below**)
4. Search Committee submits Interim Report including bios of shortlisted candidates to Department/Program Head
5. Department/Program Head reviews and either requests revisions or approves Interim Report
6. Faculty Diversity Committee reviews and either requests revisions or approves Interim Report
7. Dean reviews and either requests revisions or approves Interim Report
8. Notification of approval sent to Search Committee and Department/Program Head by dean's office administrator
9. Search Committee contacts candidates

Report Date:

Department:

Position:

Date of Search Plan (Stage 1) Approval:

Report on Search:

Background and goal of search:

- Append the approved Search Plan.

Summary of Search Committee steps taken to date:

- Measurable information is expected, e.g., outreach efforts (phone calls, email, etc.)
- Present committee challenges and any suggestions for improving the search process that we may be able to share with other search committees
- List next steps after approval of the Interim Report i.e.: scheduling interviews, colloquiums, etc.
- **Note- HR document included.**

Comments on Advertising, Posting and Outreach Evaluation:

- In addition to the departmental and Interfolio website, list other sites used for advertisement
- Include data on the outreach efforts by the Search Committee to recruitment officers at historically Black colleges or universities.
- Include a discussion of yield from advertisements (personal contact, advertisement, online, etc).
- Include a discussion of yield outreach and any lessons drawn that might inform future searches.

List candidates:

- Summary on total applicant pool and subsequent determination of shortlist
- Candidate 1 with short bio
- Candidate 2 with short bio
- Candidate 3 with short bio
- Etc.

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	B:	Black or African American	2+:	2 or more races
AI/AN:	American Indian or Alaska Native	W:	White	INT:	International Applicants (those needing visa sponsorship)
A:	Asian	PI:	Native Hawaiian or Other Pacific Islander		

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