

Faculty Search Process

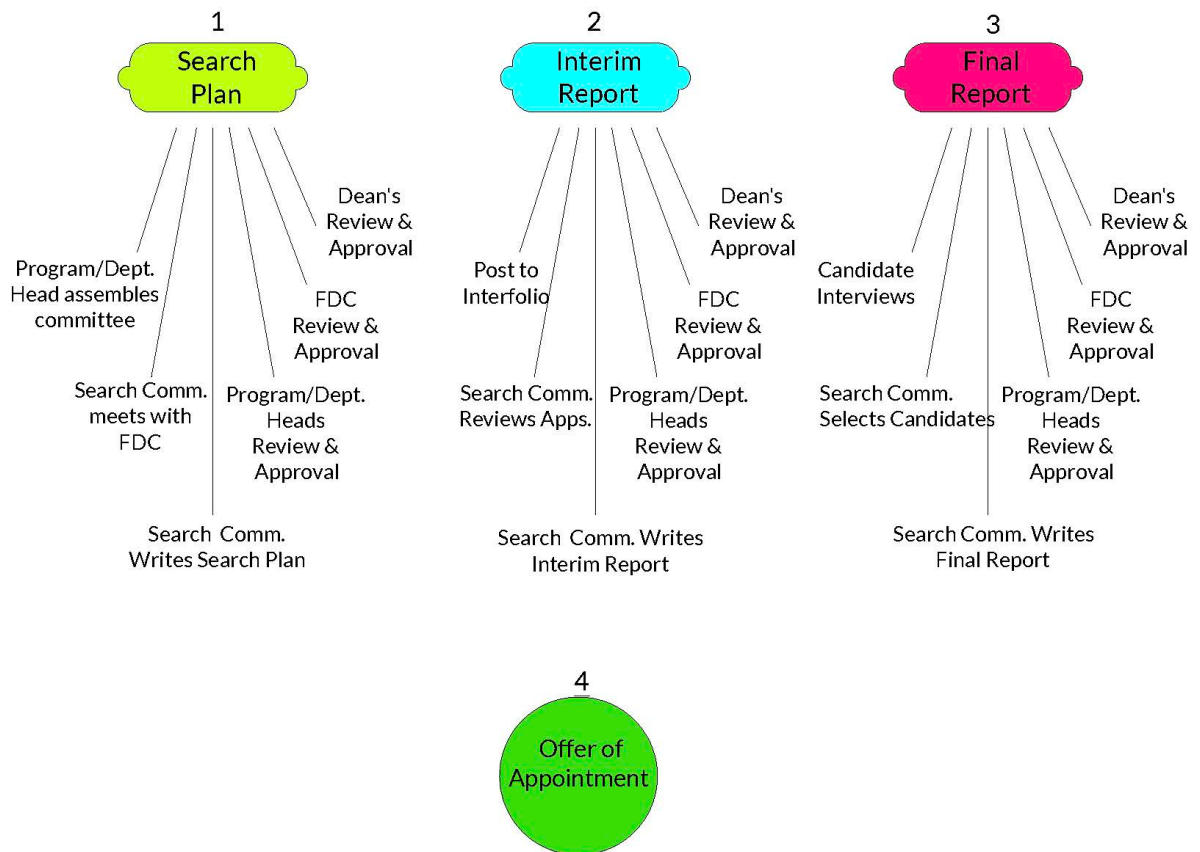
Office of the Dean
School of Architecture and Planning
Spring 2021

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 1: Faculty Search Plan

1. Department/Program Head seeks Dean's approval for a search
 2. Department Head Consults Diversity Committee on the composition and diversity of perspectives of Search Committee members.
 3. Department/Program Head appoints Search Committee
 4. Search Committee Consults with Faculty Diversity Committee Chair(s)
 5. Search Committee prepares Search Plan (**use format below**)
 6. Department/Program Head reviews and either requests revisions or approves Search Plan
 7. Faculty Diversity Committee reviews and either requests revisions or approves Search Plan
 8. Dean reviews and either requests revisions or approves Search Plan
 9. Notification of approval sent to Search Committee and Department/Program Head by dean's office administrator
 10. Search Committee advertises position
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Date:

Department:

Discipline group (if applicable):

Position: i.e., Assistant Professor (tenure track)

Anticipated date of hire:

Job Description:

- Based on faculty input, the Search Committee will write the appropriate job description which will include information regarding position/rank, discipline area, and area of specialization (if appropriate).
- In addition to information on the type of applicant sought and their degree level, the description will include information on department/program group responsibilities, interdisciplinary opportunities, and general information about the MIT academic environment.

The following statement should be found in all submissions:

- The Massachusetts Institute of Technology is committed to building a culturally diverse educational and employment environment. The Institute prohibits discrimination against individuals on the basis of race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin.

Minimum Qualifications:

- Written by the Search Committee and should include degree level required and any other significant qualifications.

Advertising and Posting Plan:

- Include special efforts, i.e., advertisements, mailing to organizations, oral and written communication with colleagues, etc., that are specifically intended to make the availability of the position known to women and underrepresented minorities and candidates who fulfill other unmet diversity needs. Be sure to include diversity related publications.

Outreach:

- Describe other plans and procedures to engage the search committee in vigorous and systematic efforts to identify and recruit women and underrepresented minorities. Include any special approaches that will increase their competitive opportunity.
- Include at least three persons of underrepresented minority status in the same or similar field of the position to be contacted for their advice on possible candidates on this search. These three could be specific to the field, or in a similar field, and who may have suggestions on candidates who are both URM and have good potential for the position.

Members of Search Committee:

- name, title, department, subgroup
- list all members and denotes who is the committee chair
- Job Advertisement copy attach here