Faculty Search Process

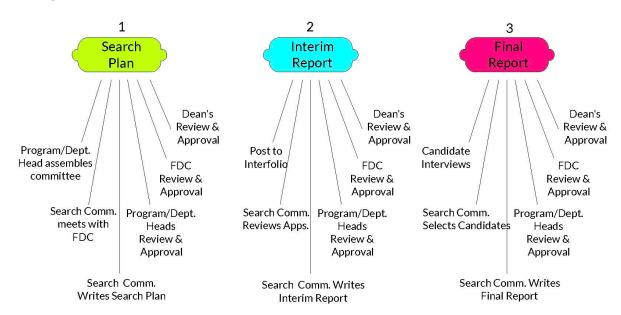
Office of the Dean School of Architecture and Planning Spring 2021

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





Faculty Search Process Flow Chart

SA+P Department Head seeks approval for a search by SA+P Dean
SATE Department flead seeks approval for a search by SATE Dean
If approved, SA+P Department Head appoints Search Committee
Search Committee Consults with SA+P Faculty Diversity Committee Chair(s)
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Preparation of Search Plan (see Search Plan template) by SA+P Search Committee
SA+P Department Head approves Search Plan
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П
SA+P Faculty Diversity Committee review
CALD Faculty Diversity Committee may recommend revisions/or approve
SA+P Faculty Diversity Committee may recommend revisions/or approves
П
SA+P Dean reviews may recommend revisions/formal approval of search
CAN Boar to the may recommend to the may approval or beard.
Notification of approval sent to SA+P Search Committee and SA+P Department Head
SA+P department posts position on Interfolio and forwards to job description to the International Scholars Office (ISchO)
SAFF department posts position on interiore and forwards to job description to the international Scholars Office (ISCHO)
П
SA+P Search Committee collects applications and reviews
П
SA+P Search Committee writes Interim Report naming short list of candidates
Submits Interim Report including shortlist review to SA+P Department Head for approval
Submits interim Report including Shortilist review to SAFF Department read for approval
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Send to Dean's office administrator to get additional approvals
Deadle office administrator forwards accord to CA - D. Farally Disposits Committee for a grant of
Dean's office administrator forwards report to SA+P Faculty Diversity Committee for approval
Dean's office administrator forwards report to SA+P Dean for approval of Interim Report
Dear of the dark horwards report to 6711 Dear for approvar of interim report
П
Candidates brought in for interview and talk
CA - D. Coorela Committee and a final and district
SA+P Search Committee selects final candidate(s)
Preparation of Final Search Report by SA+P Search Committee
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Final Search Report is submitted to SA+P Department Head for review/approval or revision
Final Search Report is submitted to SA+P Faculty Diversity Committee for review/approval or revision
Final Search Report is submitted to SAFF Faculty Diversity Committee for review/approval or revision
П
Final Search Report is submitted to SA+P Dean for review and final approval
П
SA+P administrator notifies SA+P Department Head and SA+P Search Committee of results
The offer letter is done by SA+P Department Head in consultation with SA+P Dean
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Once the Final Search Report is approved, A case committee is appointed and begins preparation of the appointment case

Note: If any offers are declined, please submit an amended search report that includes name of candidate and reason why they declined.