

Search Committee Support Checklist

- Notify the Vice Provost for Faculty Development and Diversity of approved faculty searches.

- Search Committee Composition
 - Create a diverse search committee by including individuals with different perspectives and expertise and with a demonstrated commitment to diversity. Efforts should be made to include women and minorities on hiring committees by utilizing faculty from other departments, alumni, or other members of the University community.

- Expand the Pool
 - Use personal connections to identify candidates outside of your usual target schools. Professional meetings and conferences are a good means to establish such connections.

 - Attend a conference! Use the Faculty Diversity Recruitment Fund to attend academic conferences, symposia, and other professional association meetings where opportunities for recruiting faculty that would increase the diversity of your department or school are particularly promising.

 - Utilize databases and directories that identify outstanding and diverse candidates.
<http://www.rochester.edu/diversity/faculty/facultysearch/directories.html>

 - Federal regulation requires that we include “The University of Rochester is an Affirmative Action / Equal Opportunity Employer” in all job ads. Please consider additional language that encourages diverse candidates to apply.
<http://www.rochester.edu/diversity/pdf/SamplePhrasingJobAdLanguage.pdf>

 - Utilize on-line and print publications that reach a more diverse audience

<http://www.rochester.edu/diversity/faculty/facultysearch/advertise.html>

- **Utilize FREE Advertising!** The Office for Faculty Diversity & Development has memberships with **Upstate New York HERC** and **Inside Higher Education**. Send your job description and posting start and end date to Maggie Cassie at maggie.cassie@rochester.edu
- Search Committee must agree upon evaluation criteria before the candidate evaluation process begins.
- Consult with your schools Faculty Diversity Officer about educating the search committee on issues that influence the evaluation process, such as unconscious bias and “cognitive errors” (The booklet entitled as “Rising Above Cognitive Errors” by JoAnn Moody was distributed to all department chairs in 2007. Please contact the Office for Faculty Development and Diversity if you need another copy.)
- Appoint a process person on each search committee who will point out cognitive errors (Moody, pp 21-22)
- Inform all candidates about faculty development programs including:
 - New and Early Career Faculty Programs
<http://www.rochester.edu/diversity/faculty/facultydevelopmentprograms>
 - UR Affinity Groups
<http://www.rochester.edu/diversity/affinity>
 - Mentoring Programs in your school, if available.
- Share with all candidates information on University policies and resources relevant to new hires (e.g., [family-friendly policies](#) and [dual career assistance](#)) and the diversity of cultural resources in the University and Rochester community. E-mail Maggie Cassie (maggie.cassie@rochester.edu) for recruitment packets.
- Communicate with new faculty regularly before they arrive and follow up with them after they arrive giving them an opportunity to ask questions and solve problems during their transition period.