Pre-Search Process Information for Faculty Searches

This checklist briefly summarizes the major steps involved in the academic pre-search process and includes suggested roles for each step.

1. Receive approval from the Office of the Dean to search for a faculty position. This approval replaces the Hiring Request Form.

2. Start the Faculty and Other Academic Search Workflow in HireTouch (HT)- Staff
   All HireTouch forms required for the search (ie- Search Form) will be in this workflow. Please see Appendix E- Starting a Workflow in HireTouch for assistance.

The following items are needed to complete the Search Form:

3. Select Search Committee- EO
   - Form Search Committee.
     - Whenever possible, create a search committee that is diverse by race and gender. Provide a justification if this cannot be met.
     - Committees should have at minimum 3 members. Members must be able to commit to the following:
       - Allocate the time and effort required to ensure fairness of the process.
       - Evaluate all candidates based on evaluation criteria.
       - Treat all candidates with fairness and respect.
       - Be open minded and willing to consider different perspectives and values.
     - Executive Officers may not serve on search committees since the search committee is advisory to the EO (unless special approval is given in unique circumstances only).
   - Identify a Diversity Advocate. Information on their role can be found on page 18 of the Office of Diversity Search Manual.
   - Provide the charge to the search committee (either in person at first search com mtg or via email): what you expect them to do (will they conduct initial interviews and present an unranked or ranked list to the EO; will they only be reviewing applications and presenting a short list to an executive committee or the EO and not conduct any interviews); what a potential hire must have to succeed in the position; etc)

4. Position Announcement (Advertisement)- EO, Staff
   Executive Officer needs to decide if the Search Committee should be involved in the creation of the ad and selection of ad sources.
   - Create the position announcement with the 11 required elements from the Office of Diversity, Equity and Access (ODEA) manual.
   - Create a short ad (to be used in sources that charge by the word). A short ad example can be found via the LAS Hiring Website.
   - Create a short url- Please consider creating a short url for your search. If your unit wishes, you can replace https://jobs.illinois.edu in the long ad you post with the short url. The job board is a bit cluttered, so you may want to direct applicants directly to your ad. The short url can also be used in your approved short ad and the DFI posting (details in Checklist for posting ad sources
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attachment). Instructions on creating and editing a short url are on the LAS Website.

5. Establish Search Plan and Recruitment Sources- EO, Diversity Advocate (DA), and Search Committee should discuss recruitment sources/strategies to ensure the most diverse pool of qualified applicants. Please consult the Department of Labor Criteria Advertising site for important information.

Required Advertising Sources for National Searches
1. U of I Job Board: Posted automatically

2. HigherEd Jobs and Affirmative Action Email: Posted automatically and your unit is billed directly.

3. Illinois Diversity: posted automatically by ODEA. Departments do not need to upload this advertisement to the Activity Tab in HireTouch.

4. Abilitylinks.org: Unit must post to the website. AbilityLinks is a free nationwide job opportunity website for persons with disabilities and inclusive employers.

5. CIC Doctoral Directory: Unit must review the website. To begin the review, click the Search the Database link at the bottom of the page. Search Chair should contact potential candidates (could be by email) to share the job posting.

6. The Diversifying Higher Education Faculty in Illinois Program: ODEA will send possible candidates to DA and Search Chair who will review and invite candidates to apply.

7. The Registry: ODEA will send possible candidates to DA and Search Chair who will review and invite candidates to apply.

Other Recruitment Information
National Professional Journal: If you should hire an international person for the position, you will most likely sponsor him/her for a green card. In order to be prepared for that possibility, please note that at least one ad for the position needs to be posted in a national professional journal, either in print OR electronic ad posted for 30 days. The Chronicle of Higher Education meets Depart of Labor requirements. Specific Dept of Labor criteria are located on the LAS website.

Supplemental Special Recruitment Efforts
Searches should utilize special recruitment efforts or methods which target members of the designated classes, including U.S. military veterans and persons with disabilities as well as members of historically underrepresented groups. A proactive recruitment plan should be used and could utilize the following:
http://www.academickeyes.com/
http://diverseeducation.com/
http://www.insightintodiversity.com/
6. EO gives information above (3-5) to Staff to enter into HT via the Search Form
   • Staff contact should check ad costs and publishing dates to ensure that all ad sources can be used.
   • Search Form reviewed by LAS and ODEA

AFTER Search Form is approved:

7. Advertising – Staff, Search Chair
   • Begin advertising after receipt of Search approval from ODEA.
     o All ads as specified on the Search Form must be used. If there are issues, please contact Amy Elli.
     o Ads are only required to appear once in each specified source.
   • Save copies of all advertisements as they appeared in each source and upload in HireTouch through the Activity Tab, preferably as one scanned document.

8. Set up First Search Committee Meeting– Staff, Search Chair
Consult the LAS Overview of Search Procedures for additional information.