Overview of Faculty Search Procedures

Search Committee Goals

- Set Criteria for Review of All Applications
- Interview Process: Establish the following:
  - Interview Agenda
  - Interview Review Criteria
  - Interview Questions

Search Process Best Practices

- Free of bias or stereotyping or applicants in verbal or written communication
- Candidates must be evaluated fairly
- Campus visit provides similar opportunities for each finalist
- Interview procedures treat finalists consistently

Set initial screening criteria for review of all applications

- Complete BEFORE review of any applications
- Start with information in Search Ad
- Discuss Preferred Criteria
- Applicants must meet all required criteria to move forward in the search process

Search Process Best Practices

At the end of the search process, the EOA Summary Forms ask what good faith efforts were addressed for your search. Here are the examples provided, which will help your committee formulate a plan best suited for your search:

- Reviewed Affirmative Action Placement Goals for Position
- Reviewed Diversity of Applicant Pool Report
- Reviewed Diversity of Finalist Pool Report
- Recruited at professional conferences that target underrepresented professionals

- Called or sent the position announcement to professional organizations focusing on underrepresented individuals
- Engaged local and regional networks of people in related fields at corporations/businesses to suggest potential candidates
- Mailed/emailed vacancy notices to graduate departments, professional journals, and/or newsletters
- Sent position announcement and/or requested nominations from departments in:
  - Historically Black Colleges and Universities (HBCUs)
  - Hispanic Serving Institutions
  - American Indian Serving Institutions
  - Asian serving Institutions
- Good faith efforts that are not listed above

Search Process Best Practices

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Initial Criteria Examples

- Ph.D. in hand or show clear evidence of completion by start of appointment
- Demonstrated Scholarly Background in X
- Demonstrative Scholarly Background in Area(s) Searched For
- TEACHING:
  - Evidence or promise of teaching effectiveness
  - Mentoring/teaching ability

Initial Criteria Examples

- RESEARCH:
  - Intellectual quality of scientific research
  - Quality of research training
  - Future potential of research plans
  - Intellectual fit with existing research areas of the department
  - Quantity and quality of candidate’s publications in relation to years in training or since awarding of Ph.D.

Initial Criteria Examples

- OTHER:
  - Service work
  - Funding Experience/Potential
  - Participation in Professional Associations
  - Ability to attract graduate students

Initial Criteria Examples

- LETTERS OF REFERENCE
  Search committee must have a consistent plan concerning letters of reference
  - All must be in for review of application? (Date may have been specified in the ad)
  - All must be in to select applicant for next level of review?
  - Other?
  Whatever plan is selected, the search committee must be consistent for all applicants at each stage of the process. Evaluation of letters- strength of letters especially as related to initial criteria

Initial Criteria Wrap-up

- The screening criteria are among the most important pieces of the search process and need to be documented for the Finalist Notification Form.
- Establish criteria **BEFORE** review of ANY APPLICATIONS

Submit Finalist Notification Form

- After on campus finalists are chosen, submit Finalist Notification Form
- Must be fully approved **BEFORE** Summary Form (how you request to make an offer) can be submitted
- Can invite finalists while Finalist Notification Form is being completed
Submit Finalist Notification Form

Document and Submit:
- Screening criteria for review of applications
- Copies of all ads placed
- Update Status Codes for all applicants
- Interview Questions (if established)

Submit Finalist Notification Form

- Status Codes to choose for applicants:
  1. Not reviewed (the committee did not review submitted information)
  2. Incomplete Application
  3. Does Not Meet Minimum Qualifications – Education/Degree
  4. Does Not Meet Minimum Qualifications – Experience/Skills
  5. Meets Minimum Qualifications – Lacks Preferred Education/Degree
  6. Meets Minimum Qualifications – Lacks Experience/Skills
  7. Screening or Phone Interview
  8. Finalist/Campus Visit Interview

Interview Process

Establish after setting initial criteria
- Set criteria for review of interviews
- Establish basic questions to ask of all finalists
- Establish interview schedule

Interview Criteria Examples

- In depth review using the established screening criteria
- Performance in research talk
- Ability to communicate research results
- Ability to engage graduate students in research area
- Interest in undergraduate teaching
- Ability to describe approach to teaching courses (large lecture, online, etc.)

Interview Questions

- Basic set of questions need to be the same for all finalists
- Questions must be submitted via the Summary Form
- Additional questions do not need to be documented:
  - Follow-up questions
  - Questions specific to a certain aspect of a finalist’s vita

Interview Schedule

- All finalists must have the same opportunity to meet the same set of people
- All individuals interviewing the finalists should review the Guidelines for Pre-Employment Inquiries:
  http://oeoa.illinois.edu/academicsearch.html
Interview Process Wrap-up

• Finalists should be asked similar questions and treated similarly

• Justification for hire must be based on qualifications, experience, references, interview process

Requesting Offer from Dean’s Office

Submitted via Summary Form:
• Letter to Dean requesting the offer
• Interview Review Criteria
• Basic Interview Questions
• Evaluation of each Finalist
• For each Finalist: name, interview date, visual estimation of: gender, race/ethnicity

Summary Form

• Justification for finalists must include how he/she met or did not meet the following:
  – Initial Criteria- qualifications; experience; references, etc.
  – Interview Review Criteria- in depth review of qualifications and experience; research talk, etc.

Questions: Contact LAS Dean’s Office:
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