



This is a guide of best practices in faculty search and hiring and is intended to assist department chairs and search committee chairs and members engaged in hiring new faculty.

BEFORE THE SEARCH

Selecting Search Committee Members

AUP is a diverse institution and seeks to further diversify its student body and faculty. Search committees should include members from a wide range of perspectives, backgrounds, and nationalities. Generally, the search committee will be made up of four faculty members (at least one member should be from outside the department).

Consider the following when composing a committee:

- Consider involving upper-class undergraduate or graduate students in the process.

- Be alert to conflicts of interest.

- Be attentive to the power dynamics of the committee.

- Identify a diversity advocate who will ensure that the committee fully considers candidates from diverse backgrounds.

The Provost must approve the list of committee members before the search begins.

The Search Committee's Charge

The search committee's responsibility is to identify a choice of top candidates for the position in question. This responsibility includes advancing the goal of identifying outstanding candidates from a wide range of backgrounds including women, underrepresented minorities, and members of other underrepresented groups, in fields where they are in the minority.

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Position Description

The department requesting a new faculty hire will prepare the position description which the Provost must approve.

Clearly describe the responsibilities of the position.

Define the position description as broadly as possible to attract a wide range of applicants.

Consider where the position could be advertised to attract diverse applicants.

DURING THE SEARCH

The search officially begins once the position is approved by the Provost and posted on the AUP website.

Advertisements on specific education hiring websites will be approved by the Provost.

Active recruiting

The search committee chair and members should reach out to colleagues at institutions that have diverse faculty and students to identify high-potential female and underrepresented minority candidates and encourage them to apply to the position.

Advertise broadly, including to interest groups with diverse faculty audiences.

Department faculty should reach out to qualified candidates through their membership of relevant groups or organizations and to their own personal networks.

Personal outreach to exceptional candidates can persuade some candidates to apply who might not otherwise have done so.

Faculty should share the position in their professional networks and even on their social media platforms.

Evaluating Applicants

When evaluating candidates, it is important to make sure that the process is fair and gives due consideration to each candidate.

- Established evaluation criteria: As noted above,024 79.35.2 nreW*nt8.59m0 G9 G9 -eWrW*nBl819015 .e,024 79.35

- Each application should be assessed by more than one search committee member to ensure a fair evaluation.
- Consider each candidate's record of working with diverse students and diversity-

Social gatherings with faculty will allow visitors to observe and learn about department culture.

Candidates might also appreciate opportunities to interact with students with limited faculty involvement.

Allow the candidate input into determining the schedule. Before developing it, be sure to contact candidates about any accommodations that they may require, such as physical access needs or dietary restrictions.

Evaluating the Search

The search committee should reflect upon the search it just led. By documenting and sharing lessons learned, future searches can better employ practices that will recruit top faculty to the University.

Some questions to help guide the committee's evaluation of the search:

1. Did the committee use the noted best practices in faculty recruiting?
2. What parts of the search process worked well?
3. What parts did not work well? How could they be improved?
4. Was the applicant pool diverse? Did it include women and underrepresented minorities? • Could the job description have been constructed in a way that would have brought in a broader pool of candidates? • Could the