

**Guidelines**  
**Searches for Tenure-Track Faculty**  
2012-2013

**Diversity**

1. The results of empirical analysis confirm that diversity is important to a sound liberal education in the twenty-first century and for preparing students for full participation in a diverse society and success in an increasingly global environment. Diversity is a College Value, and Goal 2 of the Camus Diversity Plan it to, “Recruit, support and retain a diverse faculty, staff, and administration.”
2. Following several years with few or no tenure-track appointments, the upcoming tenure-track searches provide us with an opportunity to diversify the faculty in a way that will enhance the education of students for the next 20 or 30 years.
3. Please take every opportunity to ensure that candidates who will contribute to campus quality and diversity are seriously considered.

**Getting Started and Advertising**

4. If the Provost has approved your department for a search, begin by creating an Approval to Fill in the Online Employment System. You may not place any ads until your Approval to Fill receives final approval and is posted.
5. Search ads should follow the attached template.
6. Please also send the attached letter to the historically diverse PhD-granting institutions listed and follow up with a phone call if possible.
7. Your department is responsible for paying for any ads that appear in disciplinary publications or list-serves. The Provost’s Office will pay for ads in general publications such as the Chronicle of Higher Education.
8. It is possible to save money by placing a very brief ad with a link to the complete ad in the online system.

**Search Committee**

9. Include someone from another department on the search committee.
10. Create a standard rating form before reviewing applications and have the form approved by the associate provost.
11. Schedule a meeting that includes the search committee, your department secretary, the associate provost, and the director of Human Resources.

## **Interviews**

12. You may use phone, video conference or Skype interviews to narrow the candidate pool prior to campus interviews. If you choose this option, please send the list of candidates to be interviewed to the Affirmative Action Officer in advance for approval.
13. The Provost's Office will pay for **three** on-campus interviews (Please see the FAQ for campus interviews).
14. As part of the campus interviews, please have your department secretary schedule a 45-minute meeting for candidates with the Greet the Candidate group (Please see the GC list).
15. Include a 30-minute meeting with Associate Provost Gordon and, if possible, a 30-minute meeting with Provost Long.