

KSAS Faculty Search Process

1. Submit Request for Faculty Position

[Dean, Vice Deans, and Sr. Associate Dean of Finance & Admin]

The Department Chair submits a request to the Dean for any new faculty position. The request will be reviewed and the department will receive notice of provisional approval, or non-approval.

2. Submit Search Plan

[Appropriate Vice Dean and Assistant Dean of Diversity & Inclusion (ADDI) will review. ADDI will notify the department of search approval and next steps]

Once the department has received provisional approval for the search, the department submits a detailed search plan to the appropriate Vice Dean. The Dean's office will issue the formal search authorization letter upon approval, at which point the department is free to begin advertising for the position. Included with the formal authorization letter, you will be provided the availability pool data which will be needed during the search process.

The search plan should address the following questions:

- Describe the position you are seeking to fill.
- Provide a draft of the position announcement.
- Composition of search committee.
 - a. Search Chair
 - b. Diversity Advocate
 - c. Outside Committee Member [Member from a JHU (ideally KSAS) department outside the department conducting the search]
 - d. Other Committee Members
- Describe how you will advertise the position, including planned outreach to other universities, societies, and colleagues.
- Describe how the search committee will proactively recruit under-represented minorities.
- Describe how the search committee will select candidates to interview. What criteria is used to identify excellent candidates?

- In what ways will the search committee take into account considerations of implicit bias?

3. Complete Unconscious Bias Training

[ADDI will track completed training]

All search committee members are required to complete unconscious bias training, which should be completed every three years. The Diversity Advocate should inform Darlene Saporu, Assistant Dean for Diversity and Inclusion, at dsaporu1@jhu.edu, when all members of the committee have completed the training.

The name of the module is “Diversity Matters: Faculty Searches at JHU”. You will need a JHED ID to log in. The module can be found at:

<http://lms14.learnshare.com/l.aspx?CID=89&A=2&T=412075>

4. Use of Interfolio as electronic applicant tracking system

[HR will provide assistance]

All departments are required to use Interfolio for electronically tracking and evaluating candidate dossiers. The link generated by Interfolio to allow candidates to upload dossiers must be included in all advertising of the position. Assistance with Interfolio may be requested by contacting KSAS/WSE Human Resources at KSAS-ApptReq@jhu.edu. **Please notify HR when the requisition has been posted to Interfolio.**

5. Initial Assessment of Candidate EEO Data

[HR will provide assistance]

The Dean’s office will provide the Diversity Advocate with the initial summary candidate EEO data compiled by Interfolio. **It is important to note the applications should NOT be reviewed prior to the assessment of the EEO data as indicated in Steps 6-9.**

6. Complete Comparison/Availability Pool Data Report (Appendix 1)

[Diversity Advocate]

Using the Interfolio (EEO) and availability pool data provided (AS Availability Pools), the Diversity Advocate will complete the Comparison/Availability Pool Data Report. These metrics should indicate that the composition of the applicant pool reflects that of the availability pool.

7. Determine if Additional Outreach is Needed

[Diversity Advocate; ADDI to provide assistance as needed]

Prior to reviewing applications, the Diversity Advocate should review the Comparison/Availability Pool Data Report and determine if more outreach is needed. If further assistance is needed, please contact Darlene Saporu, Assistant Dean for Diversity and Inclusion, at dsaporu1@jhu.edu.

8. Submit Comparison/Availability Pool Data Report

[Vice Dean and ADDI to review and notify department of approval and next steps]

The Diversity Advocate submits the Comparison/Availability Data Report and discussion of the demographics to the appropriate Vice Dean for approval. Review of applications must NOT begin prior to approval. **Once approved, the search committee will be authorized to begin assessing the applicant pool and selecting a list of candidates to interview.**

9. Detailed Candidate EEO Data

[HR will provide assistance]

Upon approval of the comparison/availability pool data and at the request of the Diversity Advocate, KSAS/WSE Human Resources (KSAS-ApptReq@jhu.edu) will provide detailed candidate EEO data compiled by Interfolio. The detailed applicant data provides demographic information for each person who disclosed in Interfolio.

10. Submit Candidate Short-List Report (Appendix 2)

[Appropriate Vice Dean and ADDI]

Prior to interviewing on campus, a Candidate Short-List Report must be submitted to the appropriate Vice Dean for approval. The report should identify the short list of candidates with the detailed demographic data for each person who disclosed in Interfolio. In addition to the detailed applicant data, the Candidate Short-List Report should also describe specific efforts taken to generate a diverse applicant pool.

The Dean's office will review the selection of candidates to be invited for campus interviews to ensure that qualified candidates who would bring diversity have been appropriately considered. If the list of interviewees does not include any women or underrepresented minority candidates, the chair of the search committee shall write a memorandum to the Dean explaining the circumstances that resulted in the limited interview pool.

Once the Candidate Short-List Report has been submitted, you should receive approval within three business days.

11. Conduct Interviews

[Department]

Vice Deans should meet with the candidates during the campus visits. Candidates returning for second visits, should be scheduled to meet with the Dean at that time.

12. Recommend Final Candidate

[Department]

Once the department is prepared to recommend a candidate, the Department Chair writes to the appropriate Vice Dean with the department's request and includes the following supporting documents:

- A letter to Dean Wendland requesting the appointment, noting the faculty vote, and a brief general discussion of the candidate's research area and fit into the future plans for the department with regard to research and teaching
- Candidate's application
- Candidate's updated CV
- Letters of recommendation (as according to Academic Council guidelines)
- Sampling of teaching evaluations with a summary of their contents should also be provided when it is possible to do so (*refer to page 9 of the Appointment and Promotion Procedures, which is enclosed*).

13. Letter of Intent Issued to Final Candidate

[Dean, Appropriate Vice Dean, Sr. Associate Dean of Finance & Admin, and HR]

Upon approval of the final candidate, the Dean's office will issue a Letter of Intent to the candidate. Once the LOI is signed and returned, the candidate's case will be submitted to the appropriate Homewood Academic Council committee for approval.

14. Submit the Final Affirmative Action Report (Appendix 3)

[Department]

The Department Chair submits the final report to the appropriate Vice Dean.

15. Close out Interfolio posting

[Department]

The departmental administrative support shall close out the position according to established guidelines.

16. Appointments

[HR, Department]

Once the LOI is signed, HR should begin the process of appointing the faculty member.

- Tenure-Track/Non-Tenure-Track Appointments – HR will contact the department with list of materials required for the appointment.
- Tenured Appointments (Require HAC approval) – Academic Council Coordinator will work with the departments to gather the required materials for HAC, and work with the appropriate vice dean to form the HAC committee.

Appendix 1. Comparison/Availability Pool Data Report

	#Candidates (Interfolio)	%Candidates (Interfolio)	%Pool A ¹	%Pool B ²	%Pool C ³	%Pool D ⁴ (Optional)
Total Applications						
Female						
African American						
Hispanic/Latino						
American Indian						
Total URM						
Disability						
Veterans						

¹A doctoral degree recipients in discipline (Survey of Earned Doctorates)

²B postdoctoral scholars (in discipline) from 2009-2013, five-year average from NSF Graduate student survey

³C peer faculty (all ranks tenure/tenure track) from AAU

⁴D data from professional society/discipline based organization (optional)

Total URM =African American, American Indian, and Hispanic Latino

Discuss the demographics of the applicant pool and how it compares to the availability pool. What does the applicant pool look like overall? Percentage of URM, Veterans or disabled candidates?



Appendix 2. Candidate Short-List Report

Department

Position

Date

Candidate Shortlist:

Name	Ethnic Group	Gender	Most Recent Institutional Affiliations

Describe the process and work of the committee to conduct active outreach to URM candidates, and broaden the diversity of the pool.

Describe the criteria used to select candidates for interviews.



Appendix 3. Final Affirmative Action Report for Faculty Appointments

Department

Position

Date

1. List in order of importance the major criteria and requirements for this position (Include any required areas of specialization, advanced training or background.)

2. How was information about the position publicized? (Check all that apply)

Advertisement/journals

Letters/emails to other institutions (attach list of institutions)

Contact with professional or special organizations (attach copies of relevant emails/letters)

Other (describe)

3. Specify efforts to make the position known to potential candidates from underrepresented backgrounds (i.e. persons with disabilities, racial/ethnic minorities, women)

5. Provide the following about all applicants invited for interviews:

Name	Ethnic Group	Gender	Most Recent Affiliation

6. Position offered to:

Name	Ethnic Group	Gender	Most Recent Affiliation

7. Individual Appointed: _____

8. Additional comments. (Attach extra pages if necessary)

The records of all applicants and candidates for this position are being maintained for a three year period in the:

Department of _____ Office of _____ Room _____

I certify that every effort was made to conduct a fair and open search and that all affirmative action procedures were followed to the best of our ability.

Chair of Search Committee

Date

Chair of Department

Date