



WSE Faculty Search Process (For Tenure-line faculty hires.)

Fall 2017

1. Submit Request for Faculty Position

[Dean, Vice Dean for Faculty, and Associate Dean of Finance & Admin]

The Department Chair/Head submits a request to the Vice Dean for Faculty and the Associate Dean for Finance and Administration for any new faculty position. The request should address the following issues:

- a. Identify the academic rationale of the proposed hire, including area of study, alignment with departmental strategic plan, and expected academic contribution to department and school;
- b. Identify estimated space needed to accommodate new faculty member and where the department proposes housing the new faculty member's office and lab;
- c. Provide an estimate of faculty salary, start-up and office and lab renovation costs;
- d. Identify the departmental contribution toward the faculty start-up expenses; and
- e. Provide a revised five-year financial plan demonstrating that the department can afford the new hire.

The request will be reviewed with the Dean and the department chair will receive notice of provisional approval, or non-approval.

2. Submit Search Plan

[Vice Dean for Faculty and Assistant Dean of Diversity & Inclusion (ADDI, will review. ADDI will notify the department if the search plan is approved]

Once the department has received approval to conduct a search, the department submits a detailed **search plan** that outlines how the search committee will search broadly for diverse and excellent candidates. The Dean's Office will issue a formal search authorization letter upon approval, at which point the department is free to begin advertising for the position.

The search plan should address the following questions:

- a. Describe the position you are seeking to fill.
- b. Provide a draft of the position announcement.
- c. Composition of search committee.
 - i. Search Chair
 - ii. Diversity Advocate
 - iii. Other Committee Members
- d. Describe how you will advertise the position, including planned outreach to other universities, societies, and colleagues.
- e. Describe how the search committee will proactively recruit under-represented minorities.
- f. Describe how the search committee will select candidates to interview. What criteria is used to identify excellent candidates?
- g. 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 training can be completed online using the MyLearning module *Diversity Matters: Faculty Searches at JHU*. Or the search committee can arrange an in person workshop facilitated by the ADDI (dsaporu1@jhu.edu).

4. Use of Interfolio as electronic applicant tracking system

[HR will provide assistance]

Departments are asked 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 .

If a Department does not use Interfolio for the search process, the demographic data for candidates at each stage of the search need to be input into Interfolio for final EEO data reporting.

5. Initial Assessment of Candidate EEO Data

[HR will provide assistance]

Immediately after the close date of the search and upon request of the Diversity Advocate, KSAS/WSE Human Resources (KSAS-ApptReq@jhu.edu) will provide the initial summary candidate EEO data compiled by Interfolio.

6. Complete Comparison/Availability Pool Data Report

[Diversity Advocate]

Using the Interfolio (EEO) and availability pool data provided, 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 Vice Dean for Faculty 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 Preliminary Affirmative Action Report

[Vice Dean of Faculty and ADDI]

Prior to interviewing on campus, a Preliminary Affirmative Action Report must be submitted to the Vice Dean for Faculty 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 Preliminary Affirmative Action 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 Preliminary Affirmative Action Report has been submitted, you should receive approval within two 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 Vice Dean for Faculty with the department's request and includes the following supporting documents:

- a. A letter to Dean Schlesinger requesting the appointment, including
 - i. the faculty vote, and
 - ii. a brief general discussion of the candidate's research area and the fit into future plans for the department with regard to research and teaching.
- b. The candidate's full application.
- c. The candidate's updated CV.
- d. Letters of recommendation (as according to Academic Council guidelines).
- e. 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. Appointment Offer Letter Issued to Final Candidate

[Vice Dean for Faculty, Associate Dean of Finance & Admin, and HR]

Upon approval of the final candidate by the Dean, the Dean's office will issue an offer letter to the candidate. Where appropriate the letter will state that the offer is contingent upon approval by the Academic Council and, for tenured appointments, the Board of Trustees. Once the acceptance is signed and returned, the candidate's case will be submitted to the appropriate Homewood Academic Council committee for their recommendation to the President (for tenured appointments) or the Dean (for untenured appointments)..

14. Submit the Final Affirmative Action Report

[Department]

The department Chair submits the final report to the Vice Dean for Faculty

15. Close out Interfolio posting

[Department]

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