Title of Position:
Department/Program:
Chair/Director:
Search Committee Chair:
Search Committee Members:

Instructions: Please use this template to document your CHSS faculty search plans and decision-making during the faculty search process. This template is aligned with the steps outlined in the Faculty Search Process Memo which requires Parts I and II be submitted to the CHSS’s Director of Faculty Diversity and the Associate Dean of Faculty Affairs for review and approval. Please see STEPS FOUR and FIVE of the search memo located at: https://chss.gmu.edu/faculty/faculty-hiring-resources.

This hiring plan represents a report on behalf of the entire search committee, not just the committee chair. We strongly recommend that search committees divide the work of drafting the report so as not to overburden the chair or any single member of the committee (e.g. each member of the search committee could be responsible for drafting one answer and the full committee can edit responses collectively in an online document). Answers to questions need not be exhaustive. Succinct summaries of the search committee’s process in 1-2 paragraphs are preferable.

Part I of this document needs to be completed after the search committee has been constituted, completed all required trainings, and met with CHSS’s Director of Faculty Diversity (STEPS ONE-THREE outlined in the Inclusive Faculty Search Memo). The completed document should be submitted by the search committee chair to the department chair or program director, who will comment on the plan and then send it to the CHSS Director of Faculty Diversity and the Associate Dean for Faculty Affairs and Strategic Initiatives. The Associate Dean and Director of Faculty Diversity will review this document with the search committee chair prior to the beginning of the interview process. The search committee will also meet with the Director of Faculty Diversity to discuss Part I.

Part II of this document needs to be completed after the on-campus short list is finalized but prior to individuals being invited to campus for an interview (STEP FIVE of the Inclusive Faculty Search Memo). The procedure for review is the same as Part I.
Part I: Setting up the Search

This section should be completed by the department/program in accordance with LAU practice and procedure around the construction of job advertisements and search committees. Please respond to the three prompts below in 1-2 paragraphs each.

1. **Defining the Position and Drafting the Job Advertisement.** How did the search committee craft the job description and what strategies for inclusive language did you deploy? In what format did you request that candidates speak to issues of diversity, equity, and inclusion (cover letter, diversity statement, etc.) and why? Please include a copy of the job advertisement and evaluation rubric.

2. **Assessing the Demographics and Diversity Pipelines in the Field.** What were the results of your search for data on the demographic composition of the national (or international) pool of candidates in the discipline of the open position? How did your review of this data inform your proactive outreach in this search process?

3. **Proactive Recruitment and Advertising to Broaden the Pool.** What active recruitment efforts will the search committee make (upstream recruitment, direct recruitment, expanding your network) and how will these efforts be delegated among committee members? Where will you post the position advertisement? What else will be done to attract as wide and diverse a pool as possible?

SIGNATURE OF SEARCH COMMITTEE CHAIR

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COMMENTS BY DEPARTMENT CHAIR/PROGRAM DIRECTOR

SIGNATURE OF DEPARTMENT CHAIR/PROGRAM DIRECTOR

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Part II: Search Report

This part will be completed after the search committee has reviewed and finalized a short list for on campus interviews and should be sent to the CHSS Director of Faculty Diversity and the Associate Dean for Faculty Affairs and Strategic Initiatives for approval. Please respond to the three prompts below in 1-2 paragraphs each.

1. **Equitable Evaluation of Materials and Creating a Short List.** How did the committee confront unconscious bias and evaluate candidates from an inclusive perspective (including non-traditional educational and career paths, transferable skills, etc.)? How did you evaluate differing contributions to diversity, equity, and inclusion? How many people were on your short list? What is the composition of the short list (demographics, academic and career background)?

2. **Phone/Video interviews of shortlisted candidates.** When and in what format did the interviews take place (videoconference, in person at a professional conference, etc.)? Did all shortlisted candidates accept the opportunity to be interviewed? If not, why? How did you address unconscious bias in the interview process?

3. **Planning the Campus Visit and Interview.** How will the search committee identify all people and groups, including students, to be involved in the interview process? How will you elicit their feedback? How will the search committee approach customizing each campus visit and making the visits inclusive, positive experiences for the finalists? How will you address implicit bias in the campus interview process?

SIGNATURE OF SEARCH COMMITTEE CHAIR

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COMMENTS BY DEPARTMENT CHAIR/PROGRAM DIRECTOR

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SIGNATURE OF DEPARTMENT CHAIR/PROGRAM DIRECTOR

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