

Memo on Tenure-Line, Term, and Post-Doctoral Teaching Fellow Inclusive Faculty Search Process, AY 22-23

Dear Chairs and Directors,

Thank you all for full participation in CHSS's inclusive full-time faculty and postdoctoral teaching fellow search process this past year. We continue to receive a great deal of positive feedback from search committee members, search support staff, as well as chairs/directors on the process, and are especially delighted to continue to hire new groups of diverse faculty.

We are also grateful for you and your colleagues' engagement in the feedback process, and have incorporated suggestions for improvement into the search process guidelines for FY24 hiring.

As a reminder, the college seeks to achieve three interrelated goals with our inclusive faculty search process:

1. Actively pursue evidence-based methods to "increase the proportion of instructional and research faculty to better reflect the diversity of our student body" as articulated in the university's strategic plan ([goal #8](#)), the CHSS strategic plan ([goal #11](#)), and the goals articulated by the university's Anti-Racism and Inclusive Excellence taskforce and CHSS Inclusive Excellence Plan.
2. Update and standardize the search process across the College according to effective practices in inclusive I/R faculty hiring.
3. Create training and reporting structures that support greater mindfulness and transparency in the search process.

CHSS is engaging a multi-pronged approach to achieve these goals. We have already put in place certain approaches, so some of the following will be familiar to you:

- A CHSS I/R faculty search training
- The CHSS Faculty Recruitment Guide
- Customized conversations and support for each search committee
- Updated CHSS Inclusive Faculty Search Plan

This past year, we also revised and improved our processes by:

- Integrating term and postdoctoral teaching fellows into the inclusive hiring process
- Creating the DEI Team to engage the expertise of two faculty to aid in the search process

New this year we are adding a new component made available by Mason Human Resources & Payroll – the opportunity to request and engage with applicant pool data with attention to demographic variables. Each search committee will be assigned one member of the 4 person

CHSS DEI Team who will serve as your main point of contact in order to expediate the search process.

Mason HR's guidelines for all employee search processes are available here:
<https://universitypolicy.gmu.edu/policies/recruitment-and-hiring-of-university-employees/>

CHSS's FY24 guidelines for faculty and post-doctoral teaching fellow search processes include the following steps, resources, and expectations:

STEP ONE: The CHSS DEI Team is available to help you, as a chair/director, and your faculty colleagues strategize about upstream recruitment practices, search committee constitution, and interview best practices. We have assembled resources for you for these purposes here: <https://chss.gmu.edu/diversity/faculty-recruitment>

STEP TWO: *After the search committee is formed but in advance of the local academic unit's charge meeting*, all search committee members will be required to: 1) familiarize themselves with Mason HR's search process guidelines as well as the CHSS Faculty Recruitment Guide; and 2) attend the CHSS inclusive excellence faculty search workshop (<https://chss.gmu.edu/faculty/faculty-hiring-resources>). The latter will be held in late August, September, and October 2022 with additional scheduled trainings as needed.

STEP THREE: Department chair/director holds a *charge meeting* with a member of the DEI Team and the search committee to discuss the department's vision and needs for the search, the drafting of the job advertisement, and the CHSS Inclusive Faculty Search Plan. The CHSS faculty search training and this meeting with a member of the DEI Team will support the committee's drafting of the Inclusive Faculty Search Plan.

STEP FOUR: *After the local academic unit's committee charge meeting*, search committees will be required to complete Part I of the CHSS Inclusive Faculty Search Plan [<https://chss.gmu.edu/faculty/faculty-hiring-resources>] and submit it to CHSS's DEI Team and the Associate Dean of Faculty Affairs for review and approval. Part I also includes a draft of the job advertisement and evaluation rubric. The DEI Team is available for additional meetings as requested.

STEP FIVE: Request from the DEI Team a report of applicant demographic pool information. The search committee chair will meet with the DEI Team member to review the data and identify any adjustments to recruitment to increase diversity in the applicant pool. Please note this year we will not be formally certifying searches but engaging in discussion to improve the demographics of this pool and future searches.

STEP SIX: *When the on-campus campus interview short list is finalized, but before inviting individuals to campus*, search committee chairs will be required to submit a

search process update report, Part II of the CHSS Inclusive Faculty Search Plan, to the Associate Dean for Faculty Affairs and the DEI Team.

STEP SEVEN: After the successful completion of a search, local academic unit leaders and search committee chairs will be required to complete a brief questionnaire related to search process improvement. The questionnaire will be sent out by the DEI Team in May or June.

All related documents are available on the CHSS faculty hiring resources site:
<https://chss.gmu.edu/faculty/faculty-hiring-resources>

Thank you all for your work on search committees, for engaging in faculty recruitment and retention efforts through other means, and for providing a respectful experience for faculty job candidates. We want to find the best to join CHSS and Mason!