

# CHSS Inclusive Search Plan Checklist

Instructions: This checklist is a tool for search committee chairs, members, hiring authorities, and coordinators to use in order to keep track of their progress in the CHSS Inclusive Search Process. The document is for your use and is not intended for submission to CHSS.

## I. Preparatory Phase:

- ☐ Identify search committee members with the goal of composing a group that includes gender and ethnic/racial diversity and whose members with different perspectives and expertise and with a demonstrated commitment to diversity.
- ☐ Ensure search committee members are all up to date on HR search training.
- ☐ Sign up for the CHSS Faculty Search Workshop (note: search committee should attend together and should complete the workshop before beginning to evaluate applications).
- ☐ Hold Charge Meeting with hiring authority, search committee, search coordinator, and the CHSS Director of Faculty Diversity (note: some departments and programs may wish to hold an “open charge meeting” to which faculty and students are also invited in order to gain a collective vision for hopes and needs associated with the position).
- ☐ Draft inclusive job advertisement and corresponding evaluation rubric/matrix for assessing written candidate materials (note: consider whether you will ask candidates to speak to their contributions to diversity in the cover letter or in a separate diversity statement).
- ☐ Draft Part I of the Inclusive Search Plan and submit to chair/director for commentary and signature (note: there are 5 questions and 1-2 paragraph answers are sufficient; please divide the work between the search committee members).
- ☐ Submit job advertisement, evaluation rubric/matrix, and Part I of the Inclusive Search Plan to CHSS Interim Director of Faculty Diversity ([xcai@gmu.edu](mailto:xcai@gmu.edu)) and CHSS Associate Director of Faculty Affairs ([jlester2@gmu.edu](mailto:jlester2@gmu.edu)).
- ☐ Respond to feedback on Part I of the Inclusive Search Plan and once these documents are approved, submit job advertisement to search coordinator or department/program office manager to be posted on eWork. It will be approved by Joan Mlotkowski ([jmlotkow@gmu.edu](mailto:jmlotkow@gmu.edu)) in CHSS and then go to CDE for review/approval.
- ☐ CDE will certify search committee composition, checking for gender and racial/ethnic diversity. Make adjustments to search committee according to their feedback, as necessary.
- ☐ Pursue multiple strategies of active recruitment as described in Part 1 of the Inclusive Search Plan.

- ☐ Discuss possible dates for campus interviews and reach out to faculty and Judy Herbert ([jherber3@gmu.edu](mailto:jherber3@gmu.edu)) in the CHSS Dean's Office in order to put holds on people's calendars. Please note that Dean Ardis will meet with any candidates seeking tenure-upon-hire.

## **II. Searching Phase:**

### *Evaluating Written Materials*

- ☐ Each search committee member uses rubric/matrix to evaluate all eligible candidates and to come up with their own shortlist; be aware of implicit biases and assess potential accumulated advantage/disadvantage as they come into play.
- ☐ Search committee meets to discuss all short-listed candidates, once again speaking openly about diversity, implicit biases, and accumulated advantage/disadvantage.
- ☐ Select short list of candidates for video interviews as well as viable alternates and give all matrices to search committee chair or search coordinator for safe keeping.

### *Video Interviews*

- ☐ Create a list of questions that the search committee will pose to all short-listed candidates (note: be sure that these questions reflect the required and preferred qualifications listed in the job advertisement; be sure to ask candidates to address diversity).
- ☐ Use a standardized template or matrix to evaluate candidate interviews.
- ☐ Search committee meets to discuss and select semi-finalists for campus interview, keeping in mind the importance of diversity. Give all matrices to search committee chair for safe keeping.
- ☐ Draft Part II of the Inclusive Search Plan and submit to chair/director for commentary and signature (note: there are 3 questions and 1-2 paragraph answers are sufficient; please divide the work between the search committee members).
- ☐ Submit Part II of the Inclusive Search Plan to CHSS Director of Faculty Diversity and CHSS Associate Director of Faculty Affairs.
- ☐ Respond to feedback on Part II of the Inclusive Search Plan and invite finalists to campus once this document is approved by CHSS.

### *Organizing and Conducting Campus Visits*

- ☐ Organize campus visits (note: these may be virtual in AY 2022-23; take care to ask candidates if there is anyone in particular they would like to meet and to connect candidates to students and faculty with whom they might work; communicate clearly on how and what candidates should prepare for the interview so that they can put their best foot forward).

- ☐ Create an evaluation/feedback form that can be filled in by faculty, students, alumni, and other stakeholders who meet the candidates. All forms should be submitted to the search committee (note: decide how you will integrate student feedback into the deliberation process).

### *Search Committee Findings, Voting, Extending the Offer*

- ☐ Search committee meets to discuss campus interviews and collected feedback forms.
- ☐ Write report that can be shared with members of the department/program discussing search committee's evaluation process and findings.
- ☐ Follow department/program/cluster hire procedures for voting.
- ☐ Search committee or department chair notifies selected finalist that we intend to do reference checks.
- ☐ Search committee or department chair complete reference checks for selected finalist.
- ☐ Notify the selected candidate that we intend to extend an offer.
- ☐ Chairs/directors negotiate offer between CHSS Dean and the finalist (note: be sure to ask and advocate for the finalist's preferred hiring package, including a spreadsheet detailing start-up funding request).

### **III. Post-Search Phase:**

- ☐ Search committee chair gives all collected matrices and evaluation/feedback forms to department/program head to be stored in a secure location.
- ☐ Alert members of the department/program once the finalist has accepted the offer and signed the contract.
- ☐ Search committee chair and department/program head write a short report reflecting on the search; submit the report to CHSS Director of Faculty Diversity and CHSS Associate Director of Faculty Affairs.
- ☐ Contact other finalists as well as semi-finalists to thank them and let them know that an offer has been made (note: HR may also send a message, so you may wish to personalize these messages so that these individuals know that we appreciate their applying and were pleased to get to know them. End things on a positive note!).
- ☐ Encourage members of the department/program and others who met the finalist during the campus interview to welcome our new colleague!