

CI Disciplinary Search Committee (DSC) Best Practices Checklist
November 13, 2014
May 9, 2016

- Consult and network with CI colleagues from Historically Underrepresented Groups (HUGS) across programs. Example: ESRM asked Chicana/o Studies faculty to distribute its online video to recruit applicants.
- Open searches to ABDs who will have their degree in hand by the end of the spring term of a search. Example: English DSC accepted an ABD applicant for campus interview and is now part of their faculty
- Create job announcements that define the area(s) of teaching and research in broad terms that will attract a more diverse applicant pool. .
- Create job announcements that invite potential junior faculty with no, or limited, experience in teaching and curriculum development. Example: Ask applicants to submit a teaching statement that outlines their teaching philosophy and strategies
- Monitor job site for new applications after the review start date.
- Dialogue with colleagues who favor a candidate who has been invited to the on-campus interview process. This supports a built-in-system of mentoring for junior faculty.
- Value the attributes that HUGs candidates bring and the positive impact they will have on faculty culture of your program
- Reach out to non-DSC members to be part of the campus interview process including having dinner with candidate: Example, DSC Sociology invited outside faculty to join them during lunch/dinner.
- Encourage student participation in the hiring process. Student input at presentations and meet-and-greet sessions will help to make it a successful search.