SUMMARY OF FAIR SEARCH PROCEDURES
FOR CONTRACT FACULTY SEARCHES

1. Department* submits Request to search

The Dean of Arts and Sciences (Dean) and/or Provost reviews requests for hiring. The Dean or Provost approves requests in an Authorization Memo, which includes information on the fair search process. Once an Authorization Memo is received, the department chair, in consultation with the Dean or Provost, will appoint a search committee chair (‘Search Chair’) who will be responsible for the completion of the departmental Search Plan.

* For the purposes of this document, the term ‘department’ denotes the academic administrative unit(s) seeking to make an appointment. In general, the Dean will be the contact for appointments in Arts and Sciences, and the Provost for appointments to the graduate professional schools.

2. Search Plan (see p3)

a) The Search Plan will detail the sex and race of the faculty members who will interview the candidates, the resources that the department will use for outreach, and the follow-up that will be made with these resources. A job description for the position, including required and desirable qualifications, should be attached to the Search Plan.

b) The Search Chair submits the completed Search Plan, including job description, to Dean or Provost.

c) Once the Search Plan is signed, a search number will be assigned for use on each search document, including the ‘blue cards’ (see below).

d) For faculty positions in Arts and Sciences, the Search Chair should contact Barbara Wrightson (63497; wrightso@brandeis.edu) Director of Budget and Planning, DAS, to discuss budgeting guidelines for searches.

3. Advertisement

a) After describing the position and qualifications, please indicate the preferred date for receipt of applications with a phrase like: “First consideration will be given to applications received by…”

b) To indicate that Brandeis is an affirmative action employer, the following sentence is recommended: “Brandeis University is an equal opportunity employer, committed to building a culturally diverse intellectual community, and strongly encourages applications from women and minority candidates.”

c) Draft ads for positions must be submitted to the Dean’s or Provost’s Office for review before they are posted.

4. Departmental Preparation for processing Applications

a) Upon receipt of applications, the Academic Administrator will mail each candidate a blue acknowledgement card (marked with search number). These cards are supplied by the Dean’s Office or the Provost’s Office.

b) The Academic Administrator will start tracking numbers for the Applicant Register (see p4).

c) The Academic Administrator will set up files for CVs and correspondence from applicants.

d) The Search Chair will remind all reviewers of files that: i) confidentiality should be maintained at each step of the search process; and ii) reviewers should not write comments on CVs.
5. Approval Process for Shortlist
   a) The proposed shortlist, along with the dossiers of the shortlisted candidates, should be sent by the Search Chair to the Dean’s or Provost’s Office.

   b) Once the Dean or Provost approves the shortlist, the Search Chair is informed and can begin to arrange candidate visits to campus.

6. Fair Search Report (see form below)
   a) The Fair Search Report should include:

   i) the completed Applicant Pool and the Applicant Register (see p4);

   ii) copies of ads, other recruiting documents, and lists of contacts, e.g. emails, minority organizations, caucuses or departments called;

   iii) a brief written report of the above efforts;

   iv) a statement of the criteria used to evaluate all candidates interviewed; and

   v) an explanation of the bona fide reasons for the elimination of female and/or minority applicants interviewed.

   b) The Search Chair submits the Fair Search Report to the Dean’s Office or Provost’s Office for approval.

   c) Upon receipt, the Report will be reviewed by the Affirmative Action Designee (based in the Dean’s Office). Once the Affirmative Action Designee has signed the Fair Search Report, s/he passes it to the Dean or Provost for review and signature.

   d) The Department Chair, Search Chair and Dean or Provost discuss the terms of the offer.

   e) The Dean or Provost sends a letter of appointment.
DEPARTMENT SEARCH PLAN
CONTRACT FACULTY POSITION

Send to: Dean of Arts and Sciences or Provost (FAX: 63457; MS 120)

Department ........................................................................................................................................................................

Rank ............................................ Proposed Hiring Date ..................................................

1) Names of Search Committee members, starting with the Chair ..........................................................................................

..................................................................................................................................................................................

1a) Sex and race of Search Committee members: # Female ………… # Male ………….. # Minority.......................

1b) List names of those who will interview candidates other than the Search Committee ...................................................................

..................................................................................................................................................................................

2) Have any candidates been identified for the position prior to advertising? .................................................................

Names of individuals ……………………… ……….. Sources of referral ..............................................................

3) Where and when will interviews occur:

On campus? .............................................................................................................................................................

Off campus? .............................................................................................................................................................

4) Which resources will the department use for outreach to attract women and minority candidates?.............

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4a) List the ways you plan to follow-up with these outreach resources ..........................................................................

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5) Where do you intend to advertise the position? (Please attach a copy of the advertisement.)..........................

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6) Please attach a copy of the job description ................................................................................ ..............................

Signatures:

Search Committee Chair ............................................ Date ............................

Assistant Dean ............................................ Date .............................

Affirmative Action Designee ............................................ Date ............................

3(5) January 2007
DESCRIPTION OF APPLICANT POOL

Total number of applicants (any individual from whom the department received materials for the purpose of applying for this particular opening) …………………

Total number of identifiable minority applicants:

Male ……………… Female ……………… Unknown ………………

Breakdown:

Asian Male ........................  Asian Female ......................
American Indian Male ........................  American Indian Female ......................
Black Male ........................  Black Female ......................
Hispanic Male ........................  Hispanic Female ......................
Native Hawaiian Male ........................  Native Hawaiian Female ......................
White Male ........................  White Female ......................
Unknown Male ........................  Unknown Female ......................

Total Male Applicants ........................  Total Female Applicants ......................

RACIAL/ETHNIC DEFINITIONS*

A=Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

AI=American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

B=Black or African American: A person having origins in any of the black racial groups of Africa.

H=Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

NH=Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

W=White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

* These definitions are based upon those found in the EEOC Census Guidance (December 2000).

APPLICANT REGISTER FOR POSITION (example)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Application</th>
<th>Race/Ethnicity</th>
<th>Sex</th>
<th>Disposition/Remarks</th>
<th>Date Blue Card Sent</th>
</tr>
</thead>
</table>
EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
FAIR SEARCH REPORT FORM FOR CONTRACT FACULTY SEARCHES

Send to: Assistant Dean (FAX: 63457; MS 120)

Offers of employment will be made by the Dean of Arts and Sciences or the Provost only when this form is completed and signed by the issuing Department Chair and/or the Search Committee Chair, by the Dean or the Provost, and the Affirmative Action Designee. Letters of appointment will not be sent until this Fair Search Report form has been completed and signed.

Selected Candidate’s Name …………………………..  Department ………………… …….  Rank ............................

1) Please do the following:
   a) Rank the candidates on the final shortlist.
   b) State the criteria used in evaluating candidates for this ranking. Include reasons for the elimination of any female and minority finalists on the shortlist.
   c) State the reason for the selection of the nominee.

2) Was the approved Search Plan for this appointment followed? Yes …… No …… (If not, please explain.)

CANDIDATES INTERVIEWED  (List candidates in the order in which offers will be made if your first selection turns down the offer.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>Visually Identified Race</th>
<th>Reason for not hiring (please use code*)</th>
<th>Reason for hiring</th>
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<tbody>
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</table>

* REASONS FOR NOT HIRING MUST BE BONA FIDE OCCUPATIONAL QUALIFICATIONS TAKEN FROM THE CRITERIA USED IN EVALUATING THE CANDIDATE
1) Candidate did not demonstrate knowledge of research on the level of the chosen candidate
2) Candidate did not present evidence of relevant teaching experience
3) Candidate did not have the level of publications of the chosen candidate
4) State other specific reason ................................................................................................ .......................................

Signatures:

Department Chair ........................................................ Date  .........................

Search Committee Chair (if different)  ................................. Date  .........................

Affirmative Action Designee ............................................. Date  .............................

Dean of Arts and Sciences or Provost .................................. Date  .............................

5(5) January 2007