

## **SUMMARY OF FAIR SEARCH PROCEDURES FOR TENURED AND TENURE-TRACK FACULTY SEARCHES**

### **1. Department submits Request for Tenured or Tenure-track Position**

The Dean of Arts and Sciences (Dean) and/or the Provost reviews requests for tenured and tenure-track positions. The Dean or the Provost approves requests in an **Authorization Memo**, which includes information on the fair search process. Once an Authorization Memo is received, the Department Chair is responsible for the completion of the departmental Search Plan.

### **2. Search Plan and Advertisement (see p3)**

#### **I) Search Plan**

- a) The Dean or Provost assigns to the search a tenured, tenure-track or senior contract faculty member as Diversity Representative. The Diversity Representative attends key search meetings and monitors the emerging applicant pool to assess its diversity, and whether additional outreach efforts are necessary. The Diversity Representative is not a voting member of the search committee.
- b) A first meeting is held to discuss the Search Plan and outreach for applicants. The Search Chair, the Diversity Representative, the Academic Administrator who will maintain the search documentation, and a representative from either the Dean's or Provost's Office will attend this meeting. The aim of the meeting is to arrive at a Search Plan that both the Search Chair and the Diversity Representative can recommend to the Dean or Provost.
- c) The Dean or Provost reviews the completed Search Plan. The search can officially begin only when the Search Plan has been signed by the Dean or Provost. At this point, a search number will be assigned for use on each search document.
- d) The Search Chair should contact Barbara Wrightson (63497; [wrightso@brandeis.edu](mailto:wrightso@brandeis.edu)) Director of Budget and Planning, DAS, to discuss budgeting guidelines for searches.

#### **II) Advertisement**

- a) A draft advertisement forms part of the Search Plan. 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..." This will allow any late applications to be considered.
- 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 approved by either the Dean's or Provost's Office before they are posted.

### **4. Departmental Preparation for processing Applications**

- a) Upon receipt of applications, the Administrator will mail each candidate a blue acknowledgement card (marked with search number). These cards are supplied by either the Dean's or 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. Interim Search Memo

### I) The **Interim Search Memo** should include:

- a) the completed **Description of Applicant Pool** and the **Applicant Register** for the position (see p4);
- b) a brief written explanation of recruiting efforts;
- c) copies of ads and other recruiting documents; lists of people, departments, minority caucuses and organizations contacted, including email and telephone details;
- d) a brief written description of follow-up on the above efforts; and
- e) a brief statement of the process by which the shortlist of candidates was determined, including an explanation of the reasons for the elimination of female and minority applicants.

### II) **Approval Process for the Shortlist**

- a) The Search Chair sends the Interim Search Memo, along with the dossiers of the proposed shortlist candidates, to the Dean or Provost; the Interim Search Memo will need to have been signed by the Diversity Representative.
- 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 for Tenured and Tenure-track Faculty (see p5)

### I) The **Fair Search Report** should include:

- a) a statement of the criteria used to evaluate all candidates on the shortlist, including the top candidate; and
- b) a rank ordering of each shortlisted candidate, and the rationale for this ranking.

**NB** If a Fair Search Report is reviewed by a department before being submitted to the Dean or Provost, it is strongly recommended that the Diversity Representative, as signatory of the Fair Search Report, be invited to the departmental meeting. In cases where the departmental meeting leads to an adjustment of the ranking recommended by the Search Committee, and the Diversity Representative had not been given the opportunity to hear the discussion that led to that adjustment, a further meeting will be required. This meeting must take place before the Fair Search Report is submitted to the Dean or Provost, and will involve the Department Chair, the Search Chair, the Diversity Representative and, if necessary, the Dean and/or Provost.

### II) **Approval for initiating an Offer**

- a) The Search Chair signs the Fair Search Report and submits it to the Dean's or Provost's Office; the Fair Search Report will need to have been signed by the Diversity Representative. Upon receipt, the Report will be reviewed by the Affirmative Action Designee.
- b) The Affirmative Action Designee signs the Fair Search Report and passes it to the Dean or Provost for review and signature.
- c) The Department Chair, Search Chair and Dean or Provost discuss the terms of the offer.
- d) The Dean or Provost sends a letter of appointment.

SEARCH NUMBER.....

**DEPARTMENT SEARCH PLAN  
TENURED AND TENURE-TRACK FACULTY SEARCHES**

**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 .....

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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 .....

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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 associations will the department contact for outreach? .....

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4a) Will you use the association's female and/or minority subgroups to recruit or advertise? .....

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

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5) Please attach a copy of the recruiting letters and list the universities and individuals to which they will be sent.

**Signatures:**

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

Diversity Representative ..... Date .....

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

SEARCH NUMBER.....

POSITION ..... DEPARTMENT .....

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

Table with 5 columns: Name, Date of Application, Race/Ethnicity, Sex, Disposition/Remarks

SEARCH NUMBER.....

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION  
FAIR SEARCH REPORT FORM FOR TENURED AND TENURE-TRACK FACULTY SEARCHES**

**Send to:** Dean of Arts and Sciences or Provost (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, the Diversity Representative 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.)

Name	Sex	Visually Identified Race	Reason for not hiring (please use code*)	Reason for hiring
1)				
2)				
3)				
4)				
5)				

If there are not enough lines for candidates who were interviewed, please continue on a separate sheet.

\* REASONS FOR NOT HIRING MUST BE BONA FIDE OCCUPATIONAL QUALIFICATIONS TAKEN FROM THE CRITERIA USED IN EVALUATING CANDIDATES

- 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 .....

Diversity Representative ..... Date .....

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

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