

RESOURCES AND BEST PRACTICES FOR FACULTY SEARCHES

([HTTP://WWW.PROVOST.IASTATE.EDU/ISU-ADVANCE/FACULTY-SEARCHES](http://www.provost.iastate.edu/isu-advance/faculty-searches))

Step in the Process	Task	Short Resource Handout (most are 1 page)	PowerPoints (for discussion)
PRIOR TO THE SEARCH		R-1 Best Practices Checklist for Running a Faculty Search	
	Engage faculty in discussions about diversity & good practices		PP-1 , PP-2 , PP-3 , PP-4 , PP-5
	Identify and prioritize departmental needs	R-1 Best Practices Checklist for Running a Faculty Search	
	Define the position	R-1 Best Practices Checklist for Running a Faculty Search	
APPOINT THE SEARCH COMMITTEE		R-2 Conducting a Diverse Search: Best Practices	
	Appoint a diverse search committee	R-2 Conducting a Diverse Search: Best Practices	
	Coach the search committee on the search process, including the topic of faculty diversity	R-2 Conducting a Diverse Search: Best Practices, R-3 Broadening the Candidate Pool, R-4 Strategies for Recruiting Women Faculty	PP-2 , PP-6 , PP-7
	Acquaint search committee with common cognitive errors in the search process and educate about stereotyping biases	R-5 Top Ten Rationalizations, R-6 Reducing Stereotypic Biases in Hiring	PP-8 , PP-3 , PP-4 , PP-5
PREPARATION FOR THE SEARCH		R-1 Best Practices Checklist for Running a Faculty Search	PP-2
	Search committee meets and identifies problems in past searches (use findings from previous evaluations to improve new search)	R-7 Evaluation of the Search Process; R-8 Evaluating a Search: What wrong or right?	
	Search committee sets ground rules for the search process	R-1 Best Practices Checklist for Running a Faculty Search	
	A non-voting process member is appointed to the search committee	R-1 Best Practices Checklist for Running a Faculty Search	
	The search committee defines the available position further	R-9 Creating an Inclusive Position Description	
	A position announcement is drafted, including language to encourage applications from diverse applicant pool	R-3 Broadening the Candidate Pool, R-9 Creating an Inclusive Position Description R-10 Examples of diversity statements	PP-6
	Search committee defines required and preferred characteristics for the position and identifies the relative importance of these criteria	R-9 Creating an Inclusive Position Description	
	An evaluation matrix is developed		
ADVERTISE THE POSITION AND SOLICIT APPLICATIONS	Advertise in new venues to enhance visibility of the position among diverse candidates	R-13 Places to Advertise	

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ISU ADVANCE started with a five-year grant (2006-2011) from the National Science Foundation to improve the university for women in science, technology, engineering and math. Following the initial grant, Iowa State University continues to expand the program for underrepresented people in all areas of the institution. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s), not of any current or past funding organization.

INITIAL SCREENING OF APPLICANTS			
	Each application is reviewed by the entire search committee confidentially	R-14 Sample form for initial screening of applicants (doc)	PP-9
	Each committee member completes an evaluation matrix for each applicant		
	Committee meets to review applications and all candidates get a systematic and complete review	R-14 Sample form for initial screening of applicants (doc)	
	Shortlist of candidates is developed for interviews		
	The shortlist is examined for diverse candidates, and expanded if not diverse enough	R-3 Broadening the Candidate Pool	
FINAL SCREENING OF APPLICANTS			
	Committee contacts the candidates' references for further information	R-16 Evaluating letters of recommendation, R-17 Sample questions for phone references	PP-9
	Committee meets to review applications and all candidates get a systematic and complete review		
	Document why certain candidates are not selected for interviews		
INTERVIEWING CANDIDATES			
	Select candidates to interview and invite them to campus	R-18 Tips for the Interview Process, R-19 Guidelines for Effective Interviews, R-23 Teaching Seminar Plan (doc)	PP-10
	Manage campus visits	R-18 Tips for the Interview Process, R-19 Guidelines for Effective Interviews, R-20 Interview questions: What to Ask? What Not to Ask?, R-21 Human Resources Interview Questions, R-22 Sample Interview Questions, R-24 Teaching Seminar Evaluation Tool (doc), R-11 Candidate Evaluation Tool (doc), R-12 Candidate Evaluation Rubric (doc), R-15 Sample form obtaining feedback from finalists (doc)	PP-10
RANKING THE CANDIDATES	Finalize the search	R-11 Candidate Evaluation Tool (doc), R-12 Candidate Evaluation Rubric (doc), R-15 Sample form obtaining feedback from finalists (doc), R-18 Tips for the Interview Process, R-19 Guidelines for Effective Interviews	
EVALUATE THE SEARCH	What went right? What can be improved next time?	R-7 Evaluation of the Search Process (doc); R-8 Evaluating a Search: What went wrong or right? (doc)	