Faculty Search Committee Checklist

Before Reviewing Applicants

☐ Hold a search meeting in which you—
  ☐ Define committee norms.
  ☐ Create a timeline for the search process.
  ☐ Discuss the importance of diversity (experience/thought), curriculum (if relevant), and record on inclusion and decide as a committee which to include in the search matrix.
  ☐ Agree on a search matrix of objective screening criteria before any applicants are considered – required vs. desirable.
  ☐ Discuss and decide upon adding diversity indicator language to your advertisement text.
  ☐ Discuss ways to broaden the pool to ensure it is as diversely comprised as possible.
    ▪ Identify an outreach strategy.
    ▪ Assign tasks as appropriate.
  ☐ Develop a “party line” for anticipated questions from applicants.
☐ If appropriate, resubmit search ad to Steve Marois (smarois@bu.edu) with diversity indicator language included.
☐ Post your ads broadly. Once searches and ad texts are approved, the Provost’s Office automatically advertises for you on BU’s HR job board, Inside Higher Ed, Higher Ed Jobs Online, and HERC.

Reviewing Applications

☐ Acknowledge receipt of application materials. Check up often if a support person is tasked with this.
☐ Contact unsuccessful applicants in a timely manner.
☐ Regularly enter applicants’ email addresses into AARF, our applicant tracking database—(www.bu.edu/phpbin/faculty-applicants/).
  ▪ The system will send applicants a confidential, elective survey requesting them to self-identify sex, race, ethnicity, and veteran status.
  ▪ The Provost’s Office will distribute pool demographics to search chairs on a monthly basis and upon request.
    ☐ Update your committee on the demographics in the pool and discuss.
  ▪ Check with your school/college or department—there is often a support staff member tasked with handling applicant entry into AARF.
☐ Screen applicants using established criteria, proactively working to counteract unconscious bias.
☐ Develop a “long short list” for phone interviews or Skype.
  ☐ If there is not significant diversity in the long short list, discuss among committee and assess whether to move forward or review applications again in case of bias.
☐ Choose 3 or more candidates who will visit campus.
☐ Maintain confidentiality of applicants until they are invited to campus.
Inviting Candidates to Campus

☐ Formulate the invitation to candidates.
  ☐ Include the following language in the initial invitation:
    ☐ If you are interested in holding a non-evaluative conversation about experiences in Boston and at BU with members of The Recruitment Committee (faculty from underrepresented racial/ethnic groups) or ARROWS (Advance, Recruit, Retain, and Organize Women in STEM), please let me know. If so, we’ll make every effort to include a meeting during your visit to BU.
    AND
    ☐ If you require a reasonable accommodation in order to participate in an on-campus interview, please contact the Equal Opportunity Office at 617-353-6474 or maryannp@bu.edu. We will then work with them to facilitate your visit.

☐ Upon receiving a response indicating interest regarding the above from candidate, confirm that you or your delegate have received their response and will be delighted to follow up and attempt to facilitate a visit with members of ARROWS or the Recruitment Committee during their on-campus interview. (You should not have to do anything regarding the accommodations request unless someone from Equal Opportunity Office contacts you.)

☐ As soon as the visit date has been finalized, you or your delegate should reach out to the appropriate Recruitment Committee or ARROWS party (see below) to begin the scheduling process.
   ☐ The Recruitment Committee (recrcomm@bu.edu) or
   ☐ ARROWS (Cristian Morales, crism@bu.edu)

☐ Send candidates information about their visits in advance.
  ☐ Set a sensible, humane schedule.
  ☐ Address transportation from the airport, guides around campus, contact phone number, etc.
  ☐ Encourage well-attended job talks.
  ☐ Arrange meetings with other people in the Boston area and invite them to the talk.
  ☐ End with a final interview with search chair or department chair to wrap up, answer last questions, etc.

☐ Before candidates come to campus, develop an on-campus interview questions list to ensure that your final deliberations reflect like answers from all candidates (These should be considered “baseline questions” to be asked of all, but should not be considered the only questions that should or can be asked).

☐ Don’t hesitate to discuss our goal of increasing diversity with all candidates.
☐ Be mindful of need-to-know vs. illegal questions and discussion topics.
  ☐ Provide the same information to all candidates.
  ☐ If a candidate initiates a topic, you may discuss it with them.
  ☐ You can ask candidates if there’s anything that would make it difficult for them to come to here if they were offered the job.

☐ If you hear about a particular need, try to gather more information quickly.

Making the Decision

☐ Collect preliminary reactions immediately after each visit.

☐ The Department should deliberate face-to-face. Many departments prohibit proxy votes. It is best if these rules are decided before any candidates are considered.
  ☐ Consider asking faculty to privately rate each candidate on multiple dimensions before discussion begins

☐ Know what your Dean expects from the search committee (priority list, or X acceptable options) and communicate quickly after the decision.