

Steps in the Faculty Search Process

Updated July 2013

The process outlined below assumes that the Position Request (<https://inside.vancouver.wsu.edu/sites/inside.vancouver.wsu.edu/files/Position%20Request-FRM.pdf>) has been routed according to the form and approved at all levels, including budget approval by VC Finance and Operations and the Provost's office. Please see <https://inside.vancouver.wsu.edu/sites/inside.vancouver.wsu.edu/files/Non-Adjunct%20Hiring%20Procedure.pdf> for more information regarding the paperwork requirements.

The Academic Director appoints the Search Committee Chair, who is the liaison to the Academic Director for the search process.

1. Academic Director and Search Chair form the Search Committee:
 - Make sure the committee is diverse, avoiding tokenism, and its members are committed to diversity.
 - Identify members who are prepared to serve as candidate advocates for minorities, women, veterans, and persons with disabilities.
 - If appropriate, include non-Vancouver campus representation on the search committee.
2. Search Committee Chair arranges for an initial Search Committee Meeting to receive charge by Academic Director, including the form of the recommendations and information s/he would like to receive from the search committee (e.g., a profile of strengths for each interviewed candidate): Include all members of the committee, Academic Director, VCAA, and HR/EEO representative (Randy Boose), to discuss search goals and to strategize how to search to enhance the campus diversity goals. Reinforce the confidentiality of the committee's deliberations. The committee should clarify with candidates and others (e.g., faculty not in the search committee; staff; graduate students) what materials may be viewed by others and when.
3. Prepare Notice of Vacancy (NOV)/posting and Position Description:
 - Establish job-related required and desired qualifications that prevent adverse impact on underrepresented persons.
 - Include a link to the diversity section of the WSUV strategic plan: <http://admin.vancouver.wsu.edu/office-chancellor/wsuv-strategic-plan> and a required qualification related to diversity (e.g., "Ability to advance our diversity goals," "Demonstrated ability to work with diverse populations, or incorporate issues of diversity into research, teaching, or service," "Demonstrated ability to contribute to our diversity goals: mentor diverse students, or incorporate issues of diversity into curricular offerings, service activities, or research.")
 - Include contact information for the Search Committee Chair to answer questions and clarify criteria

- The following HRS materials provide additional guidance regarding required and recommended components of the NOV:
 - i. http://hrs.wsu.edu/File/EO_AA_Diversity_Statements.pdf
 - ii. <http://hrs.wsu.edu/File/Labor%20Certification%20Tips.pdf>
 - iii. <http://hrs.wsu.edu/FRTK+Advertising>
 - Once the posting is complete send to Jan Keiser, Immigration Compliance, office phone: 509-335-1348, email: Jan.keiser@wsu.edu) at Office of International Students and Scholars Services (OISS) to review language to meet permanent residency requirements for international applicants (tenure-line faculty only).
4. Develop a Recruitment Plan: Specifying ad placement in the discipline, publications and mailing announcements and other Affirmative Action outreach efforts to attract minorities, women, veterans, and persons with disabilities (see HRS site: <http://hrs.wsu.edu/FRTK%20Main>). Consider the following:
- Print advertisements such as newspapers, journals, magazines etc.
 - Web advertisements such as announcements, emails, listservs, job boards etc.
 - Professional associations and/or conferences
 - Underutilized and/or target group recruitment efforts
5. Establish ranking and candidate comparison sheets:
- Construct these sheets to conform to the required and preferred requirements listed in the NOV.
 - Construct quantifiable anchors for each rating (e.g., “0 = not addressed; 1 = stated met this criterion but no example given; 2 = gave detailed examples of how s/he met this criterion”) to increase interrater reliability and decrease the effects of biases.
 - Discuss the screening and rating system with the search committee to increase inter-rater agreement on the assessment of the applicants’ qualifications.
- Note: Steps 3-5 are reviewed and approved by the Academic Director, VCAA, and the Office of Human Resources (Jan Keiser, OISS, if tenure line; Merlinda Sain for meeting OPDRS parameters) prior to HRS Pullman posting the NOV and the department submitting advertisements.***
6. The committee recruits applicants consistent with the approved recruitment plan.
7. The committee screens applicants consistent with the approved candidate ranking and comparison sheets.
8. Prior to closing the position (or interviewing candidates), the committee chair sets up a time to review how they enacted the recruitment plan with the VCAA. The VCAA will decide either: (1) the committee has fulfilled the recruitment plan and that the recruitment plan made sufficient efforts to reach out to underrepresented groups and the committee may proceed to telephone or campus interviews, or (2)

either the recruitment plan is deemed inadequate or inadequately fulfilled and the search committee will be asked to strengthen the recruitment plan, fulfill it, and steps 6-8 are repeated.

9. The committee may choose to conduct telephone interviews; interviewed applicants should be asked the same set of prepared questions that align with required and desired characteristics.
10. The committee proceeds to select and recommend two candidates for on-campus visits, which is reviewed and approved by the AD and VCAA. The recommendation to invite candidates for on-campus interviews must be accompanied by a summary of the candidates' strengths and weaknesses relative to the position qualifications. If additional on-campus interviews are sought, this will typically be at the expense of the academic unit.
11. Following the campus interview process, a final hiring recommendation consisting of candidate strengths and weaknesses is formally prepared by the Search Committee Chair and presented to the AD and VCAA.