Faculty Recruitment Protocol
15 September 2017

For the 2017-18 academic year, faculty searches will continue to be conducted as they have in the past, using Interfolio and Web forms. However, in order to recruit the most qualified and diverse pool of candidates we are instituting a few changes to the recruitment process. Those changes are specified below

1. Every member of a faculty search committee should take the opportunity to attend a search committee workshop in order to learn about the best practices for conducing a successful search and avoiding the negative effects of implicit bias.

2. Each search should begin with a meeting between the dean (or designee) and the search committee. The goals of this meeting are to review of the job ad and discussion of affirmative steps the committee can take in order to recruit a highly qualified and diverse applicant pool. As part of this discussion, specific attention should be paid to the IPEDS demographic data on doctoral completion, by field, recently provided by the Office of Institutional Research and Effectiveness.

3. In consultation with the Dean's Office, the search committee chair submits the **Request to Recruit Web form** for approval by the department chair, dean, HR, and provost. The form must contain the following information:
    a. The composition of the search committee
    b. The proposed hire date
    c. The justification for the search (a sentence or two about the need for the hire)
    d. The text of the job ad
    e. A list of places to advertise the job, which can include journals, newspapers, websites, listservs, etc. All jobs are posted on the UD Jobs website for free.
    f. A description of the affirmative steps the search committee intends to take in order to build a diverse and highly qualified candidate pool. For examples, see:
    https://sites.udel.edu/advance/files/2017/03/Active-Recruitment-19ar3dy.pdf
       • Utilize the PhD Completions database (provided by IRE and ADVANCE) to identify potential sources of recruits.
       • Search your disciplinary associations and accreditors for sources of recruits.
       • Plan your strategy of active recruiting, including developing the rating sheet/rubric that you plan to use to evaluate candidates, with criteria derived from the key elements of

the job ad. Sample rating sheets can be found here:
https://sites.udel.edu/advance/files/2017/03/Rubric_Research-279ehx3.pdf

4. Selecting the Applicant Pool and Conducting Interviews
   a. Selection of a semi-finalist or finalist pool cannot occur until after the close/"review by" dates announced in the job ad.
   b. Search committees are encouraged to conduct multiple rounds of interviews, beginning with a preliminary interview with a larger pool by phone, video conference, or in-person, and then moving to a smaller group of on-campus interviews.
   c. If the committee is conducting two rounds of interviews (semi-finalist then finalist), the semi-finalist candidates can be interviewed prior to submitting the Applicant Pool form, but a list of the semi-finalists must be submitted on the Applicant Pool form.
   d. After selecting the finalist pool, either by interviewing semi-finalists or by the committee's application review process, submit the **Applicant Pool Web form**. Include this information: (1) What instrument/process did the committee use to evaluate applicants? (2) What affirmative steps did the committee take to create a diverse and highly qualified applicant pool? (3) If the committee interviewed semi-finalists, provide the list of names and a brief rationale for the decision.
   e. Do not contact any finalists until after the Applicant Pool form has been approved.

5. Once the interviews are complete, the committee works in consultation with the department to rank the final candidates, according to departmental bylaws. The committee chair then submits the **Offer Status Web form.**
   a. For each candidate interviewed, provide a rationale/justification about whether the person would be suitable for the job. All candidate justifications should state whether they would or would not be acceptable in the position.
   b. Draft the offer letter and include it in the Offer Status form. Be sure to adhere to the approved offer letter templates.
   c. Include (1) the rationale for hiring the finalist, (2) CV of finalist, and (3) the original job ad.
   d. No formal offer can be issued to a candidate before the provost has approved the Offer Status form. Any discussions with candidates prior to that approval must be explicitly conditional upon the provost's approval.