



## **Faculty Recruitment Protocol**

**July 15, 2019**

Beginning with the 2019-20 academic year, faculty searches will be conducted using Talent Link. We will institute the protocol below in order to recruit the most qualified and diverse pool of candidates.

### **PRELIMINARY STEPS**

1. Every member of a faculty search committee is expected to attend a search committee workshop conducted by UD ADVANCE in order to learn about the best practices for conducting 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 discuss the job ad and the affirmative steps the committee will take in order to recruit a highly qualified and diverse applicant pool.

### **JOB CARD PROCESS**

1. The search committee chair, in consultation with the Dean's Office, ensures that the Job Card is submitted for approval to the Department Chair, Dean, HR, and the Vice Provost for Faculty Affairs. The Job Card must contain the following information:
  - a. The composition of the search committee
  - b. The justification for the search (a sentence or two about the need for the hire)
  - c. The text of the job ad
  - d. A list of advertising venues, which can include journals, newspapers, websites, listservs, etc. All jobs are posted on the UD Jobs website for free
  - e. Attachments, in the Documents section, of the rating sheet/rubric and description of the affirmative steps the search committee intends to take in order to build a diverse and highly qualified candidate pool
  - See [UD ADVANCE Recruitment Guide](#)
  - Utilize the IPEDS demographic data on doctoral completion provided by IRE to identify potential sources of recruits
  - Search your disciplinary associations and accreditors for sources of recruits
  - Plan your strategy of active recruiting, including developing two rating sheets/rubrics: one to assess the initial applicant pool and a second to evaluate interviewees (semi-finalist and finalist rounds). Criteria should be derived from the key elements of the job ad. Sample rating sheets can be found here: [UD ADVANCE Rubric Sample](#), [Search Committee Recruitment Evaluation Tools](#), [Applicant Screening Matrix](#)

## **CANDIDATE POOL SELECTION AND INTERVIEW STAGES**

1. Selection of a semi-finalist or finalist pool should not occur until after the close/"review by" dates announced in the job ad. Committees must develop a rating sheet/rubric to conduct an initial assessment of the applicant pool.
2. Search committees are encouraged to conduct two rounds of interviews, beginning with a preliminary interview with a semi-finalist pool by phone, by video conference, or in-person, and then moving to a smaller group of on-campus finalists. Committees must develop a rating sheet/rubric specifically to evaluate candidates being interviewed, based upon the qualifications listed in the job ad.
3. If a semi-finalist pool is identified, the list along with the rating sheet/rubric will be assigned to the Department Chair and Dean, via Talent Link, for review and approval. The Vice Provost for Faculty Affairs will also receive system-generated reports, detailing the candidate pool demographics and search committee comments. The pool must be approved by the Department Chair and Dean prior to the first round Interview. The search committee may have to reassess the pool based on the Department Chair's and Dean's feedback.
4. The finalist pool must be reviewed and approved by the Department Chair, Dean and the Vice Provost for Faculty Affairs prior to the finalist interviews. When submitting the finalist pool for review and approval, include this information as attachments in the Documents section of the Job Card: (1) Rating sheets/rubrics used for both the initial assessment and the interview stage(s); (2) Description of the affirmative steps taken by the committee to create a diverse and highly qualified applicant pool.
5. Do not contact any semi-finalists or finalists until the candidate pools have been approved. Do not schedule finalist interviews until references have been checked either by means of reference letters or direct communication with references.

## **OFFER CARD PROCESS**

1. Once the finalist interviews are complete, the committee works in consultation with the department to rank the finalists, according to departmental bylaws. The committee chair then ensures that the Offer Card is submitted for approval to the Department Chair, the Dean, the Vice Provost for Faculty Affairs, and the Provost.
2. For each candidate interviewed, provide a brief justification about whether the person is qualified for the job. All candidate justifications should specifically refer to the qualifications stated in the job and considered in the interview process.
3. Draft the offer letter and include it in the Offer Card. Be sure to adhere to the approved offer letter templates available in Talent Link.
4. No formal offer can be issued to a candidate before the Provost has approved the Offer Card. Any discussions with candidates prior to that approval must be explicitly conditional upon the Provost's approval.