

## CONCISE<sup>1</sup> GUIDANCE FOR SEARCH|OUTREACH|SELECTION COMMITTEES

1. OUTREACH: Do what is necessary<sup>2</sup> so the search can name outstanding prospects who are women, underrepresented minorities, or members of other 'protected classes' (not just the names of people who might know of prospects) persuaded to apply, and describe the persuasion and its outcome.
2. TIME: Compare applicants only after the time(s) stated in the position description (or minimally 30 days after the print publication of the ad) and after outreach (#1) has been sufficient. Encouraging some but not all prospects and treating an academic visit as a job interview are all premature comparisons. Urging all prospects to complete their application, is not
3. COMPARISON: Compare only those with complete applications and who meet the minimum qualifications. In successive comparisons (e.g., long list, short list, interview list, finalists, etc.), compare all surviving applicants uniformly and either continue or exclude each according to only the qualifications and preferences stated or implied in the position description.
  - a. Take care when composing the position description, as the rest of the search will need to honor it. Don't impede your own outreach (#1). The search can't change qualifications and preferences as it proceeds, so at the start get them right.
  - b. Have valid reasons for continuing or eliminating applicants. Be certain to record those reasons in case you are audited.
  - c. Valid reasons must relate to the qualifications and preferences in the position description. They cannot include considerations of gender, race, ethnicity, or any other protected class status, nor result from bias.
4. FAVORITISM: If anyone being considered is known to the searchers (e.g., a trainee here, a past trainee, the protege of someone with whom searchers are friends, etc.), avoid favoritism. For example, include as searchers some who are 100% unbiased and do not know the individual.
5. ASK FOR HELP when you need it, and immediately if you break a rule.

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<sup>1</sup>This document is consistent with the authorized practices of the BSD. A longer version is at <http://tiny.cc/searchresource>. Deviations may delay or void an appointment unless authorized by the Dean.

<sup>2</sup>This includes (a) identifying prospects who'd qualify as faculty and (b) escalating (from letters/emails to voice and personal contacts) as needed to persuade. Searches are especially urged to review the extended explanation of BSD's expectations in <http://tiny.cc/searchresource>, Section 6.

For BSD track searches beginning after 1 July 2017, the Dean expects outreach sufficient to yield at least one URM applicant who warrants an interview. Before inviting anyone to interview, if the expectation **is** met please discuss the interviewees with the Dean for Academic Affairs or, if the expectation **is not** met, please discuss with the Dean.