

COFA Request to Search for a Career-Track Faculty Position

INSTRUCTIONS: Prior to launching a search for any career-track position, the department chair/school director should discuss their hiring plan with the dean. Complete and submit this request to search paperwork after that conversation with the dean.

1. Proposed Faculty Position Information

Department/School _____ Specialization _____

Proposed Rank _____ Anticipated Start Date _____

Proposed Salary Range: Minimum: _____ Maximum: _____

2. Attach the following supporting materials:

1. A copy of the proposed faculty position posting.
2. A list of search committee members, designating who will serve as committee chair and who will serve as diversity advocate.
3. A plan describing how the search committee will encourage a diverse applicant pool, including to whom the search committee will reach out and where it will advertise.
4. A brief letter of justification from the chair/director. The letter should be no more than 250 words. It should describe the curricular contributions this hire will make to the undergraduate and graduate programs and (if applicable) the research or practice they will advance in their field.
5. Please provide the following information about the area into which this faculty member will be hired:

Composition of this area: # of TT/TN: _____ # of NTT: _____ # of Undergraduates: _____ # of Graduates: _____

3. Requirements if the search is approved:

- All search committee members are required to attend a training/workshop on promoting diversity in faculty searches and hiring.
- Searches must request that applicants write about their diversity-related skills and contributions in teaching, service, and research in their letters of interest.
- Before reviewing any applications, search committees are required to have an informed discussion about implicit bias and the evaluation criteria that it will use. Then, the search committee should submit to their chair/director a written report that summarizes their discussion of implicit bias, including materials presented and non-discriminatory evaluation criteria chosen.
- Short lists are to be submitted to the dean for approval prior to scheduling any in-person interviews, and search committees should expect that the short list will not be approved if the applicant pool is not sufficiently diverse.
- As the chair/director, I agree to make certain the search committee complies with these college requirements:

----- Chair/Director Signature: -----

Date: -----

4. To be completed by the dean's office:

Date Received: _____ Search Number: _____ Funding Comments: _____

Approvals: Office for Faculty Advancement: _____ Date: _____

Assistant Dean for Administration: _____ Date: _____

Associate Dean for Diversity, Equity, and Inclusion: _____ Date: _____

Dean: _____ Date: _____