

W UNIVERSITY of WASHINGTON | TACOMA

Date: August 7, 2017

TO: Academic Dean and Directors

From: Jill M. Purdy, Interim Executive Vice Chancellor for Academic Affairs



CC: Ali Modarres, Chair of the Council of Deans and Directors

RE: Conducting faculty searches

The searches for faculty to join us will shape our campus for many years. As such, we want to be as proactive and aggressive as possible in seeking a diverse pool of applicants and make sure that we follow best practices to ensure a fair and equitable search. While this document focuses on the search committee, it is critical to attend to wording in the job announcement and to keep the unit faculty informed of the process. Please follow the guidelines and information posted on the Academic Human Resources website (<http://www.tacoma.uw.edu/academic-affairs/search-hire>) and UW Faculty Advancement (<http://www.washington.edu/diversity/faculty-advancement/>) and the guidelines below. Progress on searches will be monitored and data will be collected to help determine steps for continuous improvement.

FORMATION OF FACULTY SEARCH COMMITTEES

Composition

1. The search committee chair should be an experienced search committee member with the ability to facilitate decision-making meetings, and attention to detail. The chair must become familiar with the rules of confidentiality, fairness, and questions that can/cannot be asked of applicants and candidates.
2. Committee membership should have the maximum possible variation of gender and ethnicity. Equally important, each committee should have at least one member who has demonstrated effectiveness in identifying potential colleagues and/or mentoring colleagues from backgrounds under-represented in the unit. It should be communicated to members that it is the responsibility of all search committee members to recruit a diverse applicant pool.
3. A majority of committee members should have close familiarity with (and professional networks in) the area of specialization sought. Consider including members from other academic units at this or other UW campuses. A careful transparent process should be in place when appointing/selecting committee members. Consider those who self-nominate.

Conduct

1. Provide the committee with a written charge including all tasks, reports, target dates. Please include in the charge that the committee is required to create and follow a plan to recruit

under-represented colleagues in their discipline and they should strongly encourage all applicants to complete the Affirmative Action Information Request form.

2. The business of the committee should be conducted in recognition of the fact that all recorded conversations, email and written documentation is subject to public records disclosure. Oral commentary about candidates, questions of candidates, and discussion of the search process must remain prudent and relevant at all time.
3. Develop a rubric, in accordance with the vision, mission and values of UW Tacoma and the academic program's mission, for assessing applicants that allows each committee member and then the committee as a whole to score applicants on each criterion stated in the position announcement.
4. The Dean or Director or designee should maintain close attention to the progress and conduct of each search.
5. Each search committee is required to attend a search committee workshop. For those not able to attend a workshop, alternative arrangements will be made.

REQUIRED WORDING FOR FACULTY POSITION ANNOUNCEMENTS

WITHIN THE DESCRIPTION OF THE CAMPUS

"UW Tacoma's commitment to diversity is central to maintaining an atmosphere wherein students, staff, faculty and residents find abundant opportunities for intellectual, personal and professional growth."

WITHIN THE EXPECTATIONS FOR THE APPLICATION

"Applicants' statements should detail how their teaching, service and/or scholarship has supported the success of students from racial, ethnic, and gender backgrounds that are underrepresented in their academic field; applicants who have not yet had the opportunity for such experience should note how their work will further UW Tacoma's commitment to equity and inclusion."

AT THE CONCLUSION OF THE AD – REQUIRED BY EOAA and AHR

"University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information. UW Tacoma faculty engage in teaching, research, and service and generally participate in lower division, upper division, and graduate instruction"

Other elements required by Academic Personnel and International Scholar's Office for a faculty advertisement can be found at: <http://ap.washington.edu/ahr/policies/recruitment/posting-positions/academic-personnel-advertisement-guide/>.