

Best Practices for Faculty Coordinator Partnership *with Search Chairs and Diversity Search Advisors*

What are the best ways to partner with your Faculty Coordinator?

<p>Search Committee Chair</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Identify women/minority faculty to serve as Search Committee members <input type="checkbox"/> Coordinate/attend Search Committee meetings <input type="checkbox"/> Distribute approved faculty position description and how to access applicants in Interfolio FS, <input type="checkbox"/> Publish faculty position in appropriate journals, as selected in discussion with Search Chair <input type="checkbox"/> Provide printed position materials for faculty to share with colleagues (e.g., at meetings/conferences) <input type="checkbox"/> Maintain and update applicants in Interfolio Faculty Search <input type="checkbox"/> Follow up each interview with an Evaluation Form for Search Committee Members <input type="checkbox"/> Foster awareness of institutional programs, including the Provost's fund for recruitment of diverse faculty
<p>Diversity Search Advisor</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Contact Diversity Search Advisor as resource for Search Process, Outreach to Diverse Candidates, and Unconscious Bias <input type="checkbox"/> Invite DSA to initial search meeting <input type="checkbox"/> Provide information about Unconscious Bias for the Search Committee <input type="checkbox"/> Identify advertising locations/publications for the faculty position to expand and diversify applicant pool <input type="checkbox"/> Review women and minority organizations/websites for outreach <input type="checkbox"/> Reach out to former faculty/residents about open positions to expand and diversify applicant pool <input type="checkbox"/> Involve department faculty members who are members of minority/women's organizations