LEHIGH UNIVERSITY

FACULTY RECRUITMENT

SEARCH COMMITTEE CHAIR CHECKLIST
Establish Norms and Promote Equitable Outcomes

- [ ] Start the meeting on time, and use an agenda.

- [ ] Decide roles: discussion leader, note taker, time keeper, equity watcher, etc. Be comfortable revisiting these as needed.

- [ ] Build rapport amongst committee members; involve everyone in each stage of the search process and discussions.

- [ ] Agree on expectations about attendance, decision making, communication, and engagement along the entire process.

- [ ] Ensure everyone has recently reviewed the current hiring checklists, procedures, and best practices documents.

- [ ] Reiterate that confidentiality is critical, that discussions must take place only amongst committee members when they are all together, and that technology should be used to secure online meetings and draft documents.

- [ ] Review (or establish) criteria with a rubric for evaluating candidates *before* you start seeing applications, ideally before the ad is finalized.

- [ ] Raise and discuss ideas on diversity, representation, inclusion and success in the field. Remind the committee about biases and stereotypes in faculty recruitment and <u>evaluation</u>.
  - network homophily
  - teaching evaluations
  - citation counts
  - letters of reference
  - career pathways, gaps in trajectory
  - service and public engagement
  - awards, leadership roles
  - grant funding
  - interdisciplinary and collaborative work

- [ ] Anticipate challenges: resistance to diversity, dominant voice, power dynamics, shifting criteria, running out of time, etc.

- [ ] Confirm that everyone has reviewed the application(s) prior to meeting, and each has the materials on-hand during discussions for accurate reference.

- [ ] Conduct the meeting methodically, ensuring everyone has the opportunity to speak on each aspect of each case; don't rush.

- [ ] Make sure everyone knows the next steps and next meeting.

- [ ] Conclude the meeting on time.