



Best Practices for Faculty Recruitment 2019-2020 Search Committees and Faculty

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Things to review:

- University Hiring Resources: https://www.lehigh.edu/~inprv/faculty/hiring.html
2019-2020 Faculty Hiring Checklist https://www.lehigh.edu/~inprv/pdfs/Faculty_Recruitment_Initial_Appointment_Checklist_August_2019.doc
Online Best Practices Toolkit: https://advance.cc.lehigh.edu/best-practices-faculty-recruitment
Review College Guidelines
Project Implicit defines implicit social cognition as the "thoughts and feelings that occur outside of conscious awareness or control." Take the Implicit Associations Test (IAT) on Gender-Science or other topics for yourself at http://projectimplicit.net/index.html

AGENDA: Underlined Items will be in your packet or featured during the program

5-10 min: Welcome and Purpose of Meeting, Bob Flowers & Henry Odi

15 min: Faculty Recruitment at Lehigh- Checklist, Bob Flowers

20 min: Tips and Concrete Tools to Minimize Bias and Maximize Success, Marci Levine & Kristen Jellison

PREPARING FOR THE SEARCH

- Talk about Diversity & Inclusion in your context
Cornell ADVANCE: Reducing Stereotypic Biases in Hiring
Know your data (NSF sources, disciplinary societies, higher ed trends, etc.)
Consider Conflict of Interest

DOCUMENTATION: The Ad

- Sample Language for Job Advertisement-
Diversity & Inclusion Statement- Contributions

LAUNCHING THE SEARCH:

- Consider where your network and where advertise (Appendix 10)
Broaden the Pool: sample letter asking colleagues to help identify applicants

EVALUATING CANDIDATES

- Understanding bias in letters of recommendation
Stick to the Criteria: Sample Candidate Evaluation Tool
Candidate Evaluation Form: Another option for sticking to criteria
Candidate Evaluation: Tips and Rubrics
Evaluate one criterion at a time, as opposed to one candidate at a time

THE CAMPUS INTERVIEW

- Lehigh University Guidelines for Interviews
Consider how you prepare students & include student feedback?
Interview in pairs
Include non-evaluation informational session including the "Candidate Tri-Folder" - use form to Request to Schedule 30 Minute University and Diversity Resource Meeting
Roll out red carpet
Remember candidate is evaluating Lehigh just as Lehigh is evaluating candidate

10 min: Video & Discussion on Implicit/Unconscious Bias, All bias and schemas - 5:34 www.youtube.com/watch?v=UZHxFU7TYo4

5 min: Complete Feedback Form

30 min: Additional Questions and Discussion, All