SPH Faculty Search and Hire Overview

1. Department Chairs should determine whether women and racial/ethnic minorities are underrepresented on faculty at the department level, and set departmental priorities for hiring based on this information.

2. Each spring, the Department submits a Department Hiring Plan for the following academic year to the School of Public Office of the Dean.

3. In consultation with the Department Chair and Faculty, the Dean determines which positions will be listed.

4. When the department decides to begin a search, it clarifies its hiring aims (e.g., specialty, approach), and a search committee is appointed by the Department Chair. The search committee should include diverse representation, including a minimum of one student.

5. The search committee should contact the Manager of Academic Affairs who will arrange for a representative of the Diversity Committee to attend the first search committee meeting to brief the committee on diversity reporting requirements.

6. The search committee drafts a proposed advertisement and reviews policies, drafts an ad, completes the Advertising Template and the SPH Request to Open a Search and routes the materials to the Manager of Academic Affairs in the Dean’s Office for approval. All searches should include the Diversity Committee’s recommended language for diversity:

   “The UW School of Public Health is committed to a diverse academic community. We view diversity as essential to our mission. For more information, please see the following website:  http://www.washington.edu/diversity.

   The University of Washington is an Equal Opportunity Affirmative Action employer. The University is building a culturally diverse faculty and staff and strongly encourages applications from women, underrepresented minorities, individuals with disabilities, and protected veterans.”

7. The Manager of Academic Affairs routes the approved search materials to Academic Human Resources (AHR) for review, approval and posting on the University Employment Website.

8. Upon AHR approval, the Department places the ad in a national PRINT journal. As of June 1, 2012, Department of Labor (DOL) changed their policy and now permits employers to place job advertisements (ads) for faculty in electronic or web-based national professional journals. The DOL has restrictions on what they consider to be professional journals. In order to meet the new electronic ad guidelines please review the following basic rules. The ad must be placed in a national professional journal. To ensure compliance with this DOL requirement, post the electronic advertisement in the Chronicle of Higher Education. Provided the advertisement has been posted in The Chronicle, you may additionally post it to other journals of your choosing.

9. Search committees should market positions widely, including outreach to minority-serving institutions, professional organizations and listservs. Committee members should make personal contact with diverse candidates.

10. The search committee receives applications, sends a letter of acknowledgment and includes the Affirmative Action Information Request (AAIR) link, a return envelope and, when applicable, the Conviction/Criminal History Information Form and information about the Washington State Child and Adult Abuse Information Law. The Conviction/Criminal History Information Form and a Washington State Patrol check are required if the position will or may have unsupervised access to children under 16, developmentally disabled adults, or vulnerable adults.

11. Electronic submission of AAIR will populate the online Applicant Flow Report (AHR sends this link during the advertisement approval process).

12. Search committees should recruit candidates until applicant pool includes adequate representation from women and underrepresented minorities and reflects the hiring priorities of the department. This information can be requested through the Manager of Academic Affairs.
13. The department chair will review the diversity pool of eligible candidates before candidates are asked to come for campus visits.

14. The search committee chooses finalists from which to request letters of recommendation, if this is not part of the initial application materials.

15. Interviewees are chosen. Refer interviewees to UW Benefits to familiarize themselves with options [http://www.washington.edu/admin/hr/roles/faculty/index.html](http://www.washington.edu/admin/hr/roles/faculty/index.html).

16. Check with the Dean’s Office for School rules for levels of approval for travel funds and School specific recommended procedures.

17. Interviews are conducted. Search committees should structure the interview process in such that it ensures that candidates meet with a diverse group of interviewers and are made aware of diversity efforts within the school and on campus. Diversity Committee members are available to meet with candidates during campus visits if needed.

18. Final candidate(s) are recommended to the Department Chair.

19. The Department Chair should discuss the offer with the Dean of the School.

20. For appointments that are at the Associate-level or higher, the Chair requests review from SPH Faculty Council.

21. Department faculty vote on the appointment. The Chair/Program Director conveys recommendation to the Dean in writing (including a description of search and selection procedures, the faculty vote, and the files of the proposed candidate, and of the second choice.) The recommended appointment must be at the advertised level in order to proceed.

22. At the time the Department Chair talks to the candidate about a tentative offer, the Chair ascertains the candidate’s citizenship/permanent residence status. If the candidate is not a citizen or does not have permanent residence, the Chair should review the H-1B Nonimmigrant Status and U.S. Permanent Residency, and contact the International Scholars Office to begin the permanent residency process. The Chair should ask all candidates whether there is a need for partner accommodation.

23. The Department drafts an offer letter. The offer letter should be routed to the Manager of Academic Affairs for review and approval by the Dean’s Office. The diversity reporting form should accompany the offer letter. Offer letters will not be reviewed by the Dean until the diversity reporting form is submitted.

24. The Department notifies the Manager of Academic Affairs immediately upon receipt of acceptance of an offer.

25. The Department sends the new faculty member the forms needed to complete the new appointment packet and moving expense packet (if applicable). If the candidate is not a citizen or permanent resident, the department instructs the candidate to secure a social security number before beginning appointment.

26. The Department sends letters to unsuccessful candidates.

27. The Department prepares appointment packet for the selected candidate and sends to the Dean’s Office. The SPH Faculty Council will review the appointment packet (if Associate-level or higher) and includes the vote or recommendation in the Dean’s Letter to the President.

28. The Dean’s Office reviews for completeness and prepares the Dean’s Letter of recommendation of the appointment and sends the packet to AHR.

29. AHR reviews for completeness of materials and sends an e-mail with the OK to enter in OPUS.

30. New faculty member may be given an e-mail account set up by his/her payroll or new hire coordinator.

31. AHR prepares the appointment materials for the Board of Regents or Provost, as appropriate.

32. After approval by the Regents, AHR, on behalf of the President’s Office notifies the Dean and candidate.

33. The Department retains files of all applicants and all associated hiring materials for a minimum of three years.
Affirmative Action Requirements

In order to meet federal and state affirmative action compliance requirements, the University must request information on the race/ethnicity, sex, age, disability, and veteran's status of all applicants to a specific position. Response by applicants is voluntary; however, the link must be distributed to all applicants who have e-mail, and a form must be mailed for those who don’t have e-mail. A summary of responses is compiled and will compose the data imported to the Electronic Faculty Applicant Flow Report. The chair of the search committee is responsible for ensuring that this is done.

The search committee should be mindful of the need to seek out candidates with diverse backgrounds, and should include, whenever possible, racial/ethnic minority group and women faculty members. Search committees need to be certain that the criteria used for selection accurately reflect the requirements for the position and that these criteria are free of bias. Search committees should consider diversity in their review of candidates and use selection criteria that include diversity-related teaching, research, and service experience. The SPH Diversity Committee can provide examples of criteria upon request. Job descriptions can include diversity requirements as specific job qualifications if all candidates are held to the same standard. For example, ads could include these statements:

- Candidates should describe how multicultural issues have been or will be brought into courses.
- Candidates should describe previous activities in mentoring minorities, women, or members of other underrepresented groups.
- The University is committed to building a culturally diverse educational environment. Applicants are requested to include in their cover letter information about how they will further this goal.
- The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their research, teaching, and/or service.

SPH Opening a Search and Advertising Guidelines

Before the Search – Department Chairs and Department Faculty are encouraged to:

- Department chairs should determine whether women and racial/ethnic minorities are underrepresented on faculty at the department level, and set departmental priorities for hiring based on this information.
- Determine the representation of historically underrepresented faculty in affected EOAA classes at 3-5 peer institutions for the area you are recruiting in, and compare whether your department is below, equal or above those peer institutions for target populations.
- Appoint a key department personnel member to serve as the diversity outreach contact for all faculty searches.

Before the advertisement for the position is written, the department should clarify its hiring needs, so that the ad will attract the right candidates and the hiring process will be more likely to result in a successful hire. The Department faculty should be consulted in the decision to open a position, but a faculty vote is not required.

The search committee drafts a proposed advertisement and reviews policies, drafts an ad, completes the Advertising Template and the SPH Request to Open a Search and routes the materials to the Manager of Academic Affairs in the Dean’s Office for approval. All searches should include the Diversity Committee’s recommended language for diversity:

"The UW School of Public Health is committed to a diverse academic community. We view diversity as essential to our mission. For more information, please see the following website: http://www.washington.edu/diversity."
The University of Washington is an Equal Opportunity Affirmative Action employer. The University is building a culturally diverse faculty and staff and strongly encourages applications from women, underrepresented minorities, individuals with disabilities, and protected veterans.”

The Department Chair routes a copy of the position announcement to the Manager of Academic Affairs for review by the Associate Dean for Academic Affairs. The Manager of Academic Affairs routes the approved search materials to Academic Human Resources (AHR) for review, approval and posting on the University Employment Website.

Academic Human Resources (AHR) and International Scholars Office (ISO) will collaborate in a review process to ensure that advertisements adhere to University of Washington and federal employment standards and requirements. The purpose of the Faculty Advertisement Guide and Template is to facilitate the rapid development, approval and publication of advertisements for faculty and academic staff positions that require a national search at the University of Washington.

- The Faculty Advertisement Guide is a document that details the procedures, guidelines, and requirements for publishing advertisements as part of a national search.
  - Adobe PDF format (.pdf)
- The Faculty Advertisement Template accompanies the Faculty Advertisement Guide. It serves as a template that ad authors can use to answer the questions required in the Faculty Advertisement Guide.
  - Microsoft Word format (.doc)

Advertisements must specify the exact title of the position. Departments will not be able to make appointments at a level different from what is advertised. If the level of the position will depend on the experience of the applicant, the ad should specify all possible titles that will be considered. Departments are strongly encouraged to write the advertisement so that it specifies a number greater than one so that they search may be used to hire more than one. The ad must include the words “teaching” or “instruction” if appropriate, as well as an indication that research is expected. The ad must state what degree is required and a specific number of years/months of experience that is necessary, if any. It is essential that ads specify a closing date for application. Departments may use the wording “the closing date is XX/XX/XXXX or whenever filled.” All ads must also include one of the UW approved Equal Opportunity and Affirmative Action statements: [http://www.washington.edu/provost/ap/eoaa/aa_statements.html](http://www.washington.edu/provost/ap/eoaa/aa_statements.html).

Once approved, the advertisement will automatically be posted to the faculty and academic staff employment page on the AHR website. AHR will notify the Dean’s Office via e-mail when the ad is approved and posted. The Dean’s Office will forward the following materials to the Department: the approval document containing the unique Affirmative Action number (AA####), a link to the online Affirmative Action Information Request form, and a link to the Applicant Flow Report to be completed once the hire is made. Departments should make sure to include the Affirmative Action Information Request link in the letter of acknowledgement to qualified candidates. This is a vital requirement in support of the affirmative action plan for the University of Washington.

Upon AHR approval, the Department places the ad in a national PRINT journal. The position should be advertised nationally by whatever means appropriate, minimally with ads in national professional print journals, by letters to appropriate departments at other institutions, and, if applicable, through job services at annual professional meetings. As of June 1, 2012, Department of Labor (DOL) changed their policy and now permits employers to place job advertisements (ads) for faculty in electronic or web-based national professional journals. The DOL has restrictions on what they consider to be professional journals. In order to meet the new electronic ad guidelines please review the following basic rules. The ad must be placed in a national professional journal. To ensure compliance with this DOL requirement, post the electronic advertisement in the Chronicle of Higher Education. Provided the advertisement has been posted in The Chronicle, you may additionally post it to other journals of your choosing. Thirty days should elapse between the first appearance of the ad in a national journal and the closing date.
Web-based and Other Resources

- UW Faculty Recruitment Toolkit (Includes a section on the impact of I-200)
- ASPH Recruitment and Retention Guide
  [http://diversity.asph.org/diversity/recruitment.cfm](http://diversity.asph.org/diversity/recruitment.cfm)
- Equal Opportunity and Affirmative Action (EOAA) Approved Statements – required for inclusion in every position announcement
- Contact the director of Harvard’s Yerby Post-doctoral Fellows program and ask her to forward your ad to either current Yerby Post-docs or alumni at:
  - Naomi Ryan, Coordinator for Diversity Programs
    Yerby Postdoctoral Fellowship Program
    Harvard School of Public Health
    Office of Faculty Affairs
    Email: naomir@hsph.harvard.edu
- On-line Periodicals or listservs recommended to advertise in are as follows (all ads that require a national search must be printed in a print publication, however, supplemental advertising in on-line journals may be helpful):
  - Community-Campus Partnerships for Health Community-Based Participatory Research (CPBR) Listserv, [cbpr@u.washington.edu](mailto:cbpr@u.washington.edu). For more information, visit [http://mailman2.u.washington.edu/mailman/listinfo/cbpr](http://mailman2.u.washington.edu/mailman/listinfo/cbpr).
  - Posting a job on ASPH’s jobs website:
    To submit a job posting for the ASPH jobs web site, [www.publichealthjobs.net](http://www.publichealthjobs.net), visit the site and register as an EMPLOYER.
- Some national periodicals with high circulation to advertise:
  - American Journal of Public Health
  - Nation’s Health
  - Journal of Healthcare for the Poor and Underserved
  - American Journal of Epidemiology
  - Science
  - Environmental Health Perspectives
- Online advertising option:
  - Chronicle for Higher Education *(REQUIRED if you choose online only option)*

SPH Recruitment Information

Members of the search committees and Chairs are encouraged to use any method of faculty recruitment they have traditionally proven successful, including personal letters or telephone calls to professional colleagues. It is important that when such methods are employed, specific request be made for information on possible candidates in goal areas.

Search committees should market positions widely, including outreach to minority-serving institutions, professional organizations, and listservs. Committee members should make personal contact with diverse candidates.

Search committees should recruit candidates until applicant pool includes adequate representation from women and underrepresented minorities and reflects the hiring priorities of the department. The department chair will review the diversity of the pool of eligible candidates before candidates are asked to come for campus visits.
Please be aware of the following resources when recruiting for open positions:

1. **Lump Sum Relocation Payment** – This policy explains how a lump sum relocation incentive can be made to a new employee or an employee transferring from one state agency to another. This is not compensation for specific moving expenses but a payment that is permitted when it is necessary to successfully recruit or retain a qualified candidate who will have to make a domiciliary move in order to accept an academic appointment. Acceptance of a relocation incentive comes with the understanding that the full amount of the relocation incentive payment must be repaid to the University, if within one year of the date of employment, the candidate voluntarily terminates University employment, or if they engage in behavior that makes termination of employment necessary. In addition, acceptance of relocation incentives may have tax consequences, and necessary payroll deductions will be taken from the relocation incentive payment. Please review the information at:
   - [Lump Sum Relocation Payment Policy](from UW Administrative Policy)
   - [Relocation Incentive Payment Procedure](from UW Administrative Policy)
   - [Relocation Incentive Payment Approval Form](Word format)

2. **Partner Accommodations** – The phenomenon of dual career partners has emerged as a critical recruitment issue in higher education. The decision to accept a new position and relocate to another city is a personal one. The University of Washington has responded to the emergence of dual career partners by informally providing job assistance services to the partners of new employees who also seek faculty or professional positions in the Puget Sound area. The following list of resources is available at the university and in the local community: Office of the Provost, UW Human Resources, Center for Career Services, Other Colleges and Universities in the area, Seattle Public School District, City of Seattle, Washington State Department of Employment Security, Seattle Public Library, and various other employment agencies.

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**SPH Interviewing Guidelines**

The University of Washington developed guidelines to assist University of Washington employees who participate in any phase of the hiring of employees. To comply with federal and state hiring laws and University Administrative Policy 46.01, employees must exercise care to avoid making unfair pre-employment inquiries, whether on forms, during interviews, or when requesting information concerning applicants.

Pre-employment inquiries which discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran are prohibited by the University’s equal opportunity policy. Further, pre-employment inquiries which objectively convey to a reasonable person that the information will be used in connection with a discriminatory purpose are prohibited.

Departments should take the following steps to comply with the University’s equal opportunity policy:

- Direct all individuals who participate in any part of the hiring pre-employment process to comply with the guidelines provided below.
- Review all hiring procedures and related forms for compliance with these guidelines.
- Direct all individuals who make inquiries to obtain applicant information or recommendations to comply with the guidelines below.
Interview Suggestions

Visits are designed to interest the candidate in the University of Washington as well as to assess the candidate, so care should be taken to make the visits productive and informative planning is essential.

Search committees should structure the interview process such that it ensures that candidates meet with a diverse group of interviewers and are made aware of diversity efforts within the school and on campus. SPH Diversity Committee members are available to meet with candidates during campus visits, if needed.

Pre-visit:

1. Contact each candidate to schedule the interview visit. Ask whether the candidate has any special requirements or circumstances needing arrangement in advance; if the candidate mentions needing accommodations for a disability, do not ask about the disability but do tell the candidate you will ask the Disability Services Office to contact the candidate directly to make arrangements. Contact the Disability Services Office (206-543-6450) dso@u.washington.edu with information on how to reach the candidate.
2. Departments may either give the candidate the name of a travel agent to contact to insure that the state contract rates are used or make the travel arrangements for the candidate.
3. Department develops an itinerary for each candidate and selects one faculty member to serve as the host for the candidate during the visit. The itinerary may consist of:
   - meetings with individual or groups of faculty
   - meeting with the search committee
   - faculty, graduate student, seminar or class presentations
   - meeting with the dean (send dean a copy of candidate's packet)
   - tours of facilities
   - informal gatherings
   - meals
   1. The host should be responsible for seeing that the candidate makes it to all of the meetings and for helping to answer the candidate’s questions.
   2. Send the candidate a copy of the itinerary, information about University of Washington, Seattle, Tacoma or Bothell, etc.
   3. A few days prior to the visit, send a reminder or email to the faculty regarding the visit schedule and where the candidate’s file is available for review. If the candidate is giving a formal presentation, post announcements and send information to interested individuals.

During visit

1. Arrange transportation from the airport and to the hotel. Assure that the candidate knows the visit itinerary and will be at the first appointment scheduled.
2. Accompany the candidate to and from appointments, to assure that he or she remains on time and does not get lost.
3. Assure that the candidate meets at some time during the visit with the departmental administrator to complete a Travel Expense Voucher so that any travel costs can be reimbursed in a timely manner.

Post-visit:

1. Search committee solicits comments about the candidate. These comments are recorded in the candidate's file and used in the final selection process.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Fair Inquiry</th>
<th>Unfair Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>Inquiry related to birth date and proof of true age.</td>
<td>Inquiry that implies an age preference for persons under 40.</td>
</tr>
<tr>
<td>Arrest/Conviction</td>
<td>Request to complete the CONVICTION/CRIMINAL HISTORY INFORMATION, form UoW 1457. Entities or positions with a direct responsibility for the supervision, care, or treatment of children, mentally ill persons, or developmentally disabled persons or other vulnerable adults are exempt from these inquiries and in such cases the University may conduct background checks under RCW 43.20A.710, 43.43.830 through 43.43.842, and RCW 72.23.035. Other inquiries concerning convictions or imprisonment will be considered to be justified by business necessity if the crimes inquired about relate reasonably to job duties and if the conviction or release from imprisonment occurred within the last ten years.</td>
<td>Other inquiries concerning convictions and imprisonment will not be considered justified by business necessity if they do not reasonably relate to job duties and did not occur within the previous ten years.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Whether applicant can be lawfully employed in this country because of visa or immigration status; whether applicant can provide proof of legal right to work in US after being hired.</td>
<td>Whether applicant is a citizen; requirement before hiring that applicant present birth certificate, naturalization, or baptismal record; any inquiry into citizenship that would tend to divulge applicant’s lineage, ancestry, national origin, descent, or birthplace</td>
</tr>
<tr>
<td>Disability</td>
<td>Whether applicant can perform the essential functions of the position, with or without reasonable accommodation. Request to describe or demonstrate performance of the essential functions with or without accommodation.</td>
<td>Inquiry about nature, severity or extent of a disability. Inquiry as to whether an applicant requires reasonable accommodation. Whether an applicant has applied for or received worker’s compensation. Any inquiry that is not job related or consistent with business necessity.</td>
</tr>
<tr>
<td>Family</td>
<td>Whether applicant can meet specified work schedules or has activities, commitments, or responsibilities that may prevent meeting work attendance requirements.</td>
<td>Inquiry concerning spouse, spouse's employment or salary, children, childcare arrangements, or dependents.</td>
</tr>
<tr>
<td>Height/Weight</td>
<td>None.</td>
<td>Any inquiry relating to height or weight</td>
</tr>
<tr>
<td>Marital Status</td>
<td>None.</td>
<td>Any inquiry about the applicant's marital status whether an applicant is married, single, divorced, separated, engaged, widowed, etc. Any form requesting</td>
</tr>
<tr>
<td>Subject</td>
<td>Fair Inquiry</td>
<td>Unfair Inquiry</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Subject</td>
<td></td>
<td>identification by Mr., Mrs., Miss, or Ms. status.</td>
</tr>
<tr>
<td>Military</td>
<td>Inquiry concerning education, training, or work experience in the US military.</td>
<td>Type or condition of military discharge, request for discharge papers, an applicant's experience in a military other than the United States military.</td>
</tr>
<tr>
<td>Name</td>
<td>Whether applicant has worked under different name, and if so, what name; name applicant is known to references if different from present name.</td>
<td>Any other inquiry concerning name which would divulge marital status, lineage, ancestry, national origin, or descent. Inquiry into original name where it has been changed by court order or marriage.</td>
</tr>
<tr>
<td>National Origin*</td>
<td>Inquiry into ability to read/write/speak foreign language when the foreign language is a job requirement.</td>
<td>Any other inquiry into applicant's lineage, ancestry, national origin, descent, birthplace, native language, or national origin of an applicant's parents or spouse.</td>
</tr>
<tr>
<td>Photograph</td>
<td>None. May request after employment for purpose of identification.</td>
<td>Any request for submission of photograph at any time prior to employment.</td>
</tr>
<tr>
<td>Pregnancy (see also Disability)</td>
<td>Inquiry as to duration of stay on the job or anticipated absences made to males and females alike.</td>
<td>Any inquiry related to pregnancy, medical history concerning pregnancy, and related matters.</td>
</tr>
<tr>
<td>Race or Color*</td>
<td>None.</td>
<td>Any inquiry concerning race or color.</td>
</tr>
<tr>
<td>Relatives</td>
<td>Names of relatives currently employed by University.</td>
<td>Any other inquiry about marital status, spouse, or spouse's occupation.</td>
</tr>
<tr>
<td>Religion or Creed</td>
<td>None.</td>
<td>Inquiry concerning religious preference, denomination, affiliations, church, parish, pastor, or religious holidays observed.</td>
</tr>
<tr>
<td>Residence</td>
<td>Inquiry about address sufficient to facilitate contact with applicant.</td>
<td>Any other inquiry regarding with whom applicant resides; whether applicant owns or rents.</td>
</tr>
<tr>
<td>Sex</td>
<td>None.</td>
<td>Any inquiry concerning gender.</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>None.</td>
<td>Any inquiry regarding sexual orientation.</td>
</tr>
</tbody>
</table>
Search Committee Guidelines and Expectations

The search committee or personnel committee should be mindful of the need to seek out candidates with diverse backgrounds, and should include, whenever possible, racial/ethnic minority group and women faculty members. Search committees need to be certain that the criteria used for selection accurately reflect the requirements for the position and that these criteria are free of bias. Search committees should consider diversity in their review of candidates and use selection criteria that include diversity-related teaching, research, and service experience.

Before the Search – Department Chairs and Department Faculty are encouraged to:

- Department chairs should determine whether women and racial/ethnic minorities are underrepresented on faculty at the department level, and set departmental priorities for hiring based on this information.
- Determine the representation of historically underrepresented faculty in affected EOAA classes at 3-5 peer institutions for the area you are recruiting in, and compare whether your department is below, equal or above those peer institutions for target populations.
- Appoint a key department personnel member to serve as the diversity outreach contact for all faculty search

The School of Public Health Expects the Search Committee Chair to:

1. Contact the Manager of Academic Affairs to arrange a presentation from a member of the Diversity Committee.
2. Provide input on the job announcement.
3. Ensure that all faculty ads are developed considering the use of language that links back to the departmental diversity goals, and that more ads are worded to convey a commitment to cultural competency and diversity that extends beyond standardized Affirmative Action and Equal Opportunity Employer statements that are already mandated by external laws.
4. Oversee the search committee process.
5. Organize and chair search committee meetings.
6. Oversee the development of the marketing plan.
7. Oversee the development of selection criteria.
8. Assist with outreach to enrich the applicant pool through personal contacts, letters and phone calls.
9. Review applications promptly.
10. Communicate with applicants and answer questions promptly.
11. Oversee the search committee discussion/rating of applicants, selection of applicants for visit to campus, and rating of applicants.
12. Utilize availability data and applicant flow information in all faculty hiring processes to monitor and improve applicant pool, after you have sent AAIR links to your applicants, you may contact UW Director of EOAA to find out whether your applicant pool includes an underrepresented groups.
13. Review and approve communication sent to applicants not selected as finalist and those not selected for the position.
15. Attend all candidate seminars and meet with each candidate.
16. Consider contacting Luis Fraga, VP for Faculty Advancement, to welcome underrepresented faculty candidates.
17. Provide updates to Department or School faculty.
18. Recommend the top candidate to the Chair.
19. Ensure that diversity reporting requirements are met and sent to the Chair.
The School of Public Health Expects Search Committee Members to:

1. Provide input on the job announcement.
2. Contribute to the development of the marketing plan.
3. Attend search committee meetings.
4. Assist in development of selection criteria.
5. Assist with outreach to enrich the applicant pool through personal contacts, letters and phone calls.
6. Communicate advertised position openings with potential faculty (e.g., post-doctoral fellows; affiliate and clinical faculty; visiting faculty) already working or affiliated with the School.
7. Review applications promptly.
8. Communicate with applicants.
9. Participate in discussion/rating of applicants, selection of applicants for visit to campus, and rating of applicants.
10. Attend candidate seminar and meet with candidate.
11. Perform other duties as necessary.
12. Welcome potential and new underrepresented faculty by anticipating and addressing their needs as parents, dual career families, community members, and their interest in connecting with other faculty from underrepresented groups.
New Faculty Search, Approval, and Appointment Process

Department faculty or chair identify need for new hire

- Department faculty discuss and vote
  - In favor
    - Does Dept. Hiring Plan need modification?
      - Yes: Request modification by memo to AHR via D.O.
      - No: Invite Diversity Committee Representative and Open Search
  - Not in favor: Stop or try again

- Search Comm. Reviews Applicants and makes rec. to chair re finalists

  If there are backup candidates

- Finalists: recommendations reviewed and interviewed

- Search Comm makes recommendation to Chair

  - Does Faculty Council need to review?
    - Yes: Faculty Council reviews and notifies chair of any concerns (72 hr or 3 business days)
    - No: Department faculty vote

  - Department faculty vote
    - In favor
      - Chair concurs? No
        - Chair may communicate objections to the dean with another recommendation
      - Chair confers with Dean re Offer
    - Not in favor: Stop or try again

- Chair supports appointment? Yes

  Offer letter drafted by Dept., reviewed by Deans office and sent to candidate. Department also submits Diversity Reporting Form

- Applicant Accepts Offer?
  - Yes: Appointment package prepared by Department
  - No: Not in favor

- Appointment package sent to candidate

- Faculty Council Vote (if required)
  - In favor
  - Dean Signs
  - Candidate and SPH notified
  - To Provost & President
  - To Regents

- Chair confers with Dean re Offer
  - Chair may communicate objections to the dean with another recommendation

- Dean supports appointment? Yes

- Chair concurs? No

- Dean may communicate objections to the dean with another recommendation

- Stop or try again