

Faculty Search Procedures August 2021

Please use the attached guidelines and forms during the faculty search process to ensure fair and consistent collection of information about candidates. The three sets of guidelines pertain to:

1. Gathering additional academic materials (OPTIONAL/STRONGLY DISCOURAGED):

- usually done at the campus visit stage
- by search chair or designee only
- stored for all faculty to review

Where possible, please obtain materials from the job candidates through AJO. We strongly discourage Google searches for additional information on the candidate, but recognize that there might be times when it would be useful to obtain academically-related materials that are not part of the initial job application. In those cases, the attached guidelines should be followed, and there should be one designated person to do the search. Non-academic information should not be included as part of the search process. If non-academic information is inadvertently discovered through such a search, the information should be kept confidential and shared with the Associate Dean, who will assess the information and consult with other offices as needed to determine any additional steps that must be taken. Candidates are notified upon applying through AJO that these kinds of searches may be conducted.

2. Screening for harassment (including sexual harassment), discrimination, research or other misconduct (REQUIRED):

- done at the campus visit stage
- by Associate Dean or designee only
- must complete form

This check will be conducted according to the detailed guidance provided in the attached form. This form will need to be completed for each finalist at the campus visit stage. Should concerning information be found, the Associate Dean will work with the Deputy Provost for Faculty Affairs and the Office of the General Counsel to determine any next steps. Candidates are notified upon applying through AJO that these kinds of searches will be conducted.

3. Conducting reference checks (REQUIRED):

- done at time of verbal offer
- by search chair or department chair only
- must complete form

One to three references should be called at the time of the verbal offer. In many cases, these references will be drawn from those who wrote the letters of recommendation. At least one reference should be from someone who currently works with the candidate. If there are no letters from current colleagues/advisors, then the candidate should be given the chance to provide contact information for an additional contact. The candidate may decline to provide the additional contact if they have confidentiality concerns at their current workplace. The offer letter will also inform the candidate that a degree verification will be conducted through our external vendor as part of the background check process.