Search Committee Guidelines and Process for Academic Hires
(Revised September 2023)

1. Once a search request is approved, the Department Chair will form a search committee in consultation with the Executive Associate Dean (EAD). Ideally a search committee will be composed of two program faculty members, one department faculty member from outside the program, one faculty from outside the department, and a graduate student representative. At least one member of each search committee must have participated in a campus training session on faculty hiring process, and all search committee members must review the guidance document, *Policies, Procedures, and Best Practices for Faculty Recruitment*.

2. Questions about the search process should be directed to the department chair and will be forwarded to the EAD’s Office if necessary.

3. Search Committee creates a job announcement. Approval of the announcement is needed by the Department Chair and Executive Associate Dean.
   a. Please note that adding a diversity statement by applicants is being discussed. At this time, the search committee should decide whether to require a diversity statement.

4. Provide Maria Jensen with the job announcement & names of the Search Committee for the vacancy notice.

5. Office of Institutional Equity (OIE) and Office of the Vice Provost for Academic Affairs (OVPFAA) need to approve the job announcement before any formal advertising.

6. After the job announcement has been approved (usually takes a week or so) the EAD’s Office will place the ad in the online job search pages of the Chronicle of Higher Education, Diverse: Issues in Higher Education, Hispanic Outlook, and DiverseJobs.net. IU will automatically post on Higher Ed Jobs, Insight into Diversity and WorkForce One. Departments may advertise in other venues at their own expense. Search Committee members are encouraged to share the job posting with professional organizations.

7. The EAD’s office will also provide PeopleSoft (application system) access and instructions to the search committee, department chair, and EAD.

8. Executive Associate Dean meets with Search Committee to cover:
   a. Charge to committee
   b. Recruitment plan (formal as well as informal efforts, including how applicants from historically excluded groups will be identified and encouraged to apply.)
   c. Process for interviewing
   d. Timeline
   e. Any questions Search Committee members have

9. From the pool of applicants, the Search Committee should identify candidates for remote screening interviews. Before screening interviews are conducted, the list needs approval
from OIE and OVPFAA. Email the list of candidates you’d like to interview, along with the date they applied, to the department chair and EAD and copy Maria Jensen.

10. Once campus approval is obtained, virtual screening interviews may be done with the full Search Committee or sub-groups of the Search Committee.

11. After the Search Committee has completed screening interviews and has selected 2 or 3 finalists, they should contact Maria Jensen to send out the reference letter requests to those the candidate identified. You may follow up with a referee if further information needs to be gathered.

12. Once the Search Committee has determined candidates for final interviews (in person or virtual), email the list to the department chair and EAD and copy Maria Jensen. They will approve the names before invitations for the interviews can be scheduled.

13. With input from the Search Committee, the Department staff create the final interview schedule, to include:
   a. Meeting with Search Committee
   b. Meeting with Program Faculty and/or Department Faculty
   c. Meeting with Department Chair
   d. Meeting with Exec. Associate Dean
   e. Associate Deans & Assistant Deans (as appropriate depending on position responsibilities)
   f. Meeting with Dean
   g. Academic Presentation (or a teaching presentation for clinicals) for the entire SOE faculty & students
   h. Meeting with students
   i. Provisions for meals
   j. Provisions for transportation and lodging, including to and from airport and between the hotel and campus

14. The itinerary needs to have the names of individuals who are escorting the candidate to their next meeting. (Typically, the person meeting with a candidate can escort the candidate to their next meeting if nearby, but this should be included in the itinerary. E.g., the EAD can bring candidate to the Dean). The full interview itinerary needs to be shared with everyone who meets individually with the candidates. This should be sent about 48 hours before the candidate arrives. With this message, the candidate’s updated CV should also be shared. This message typically comes from the Department Administrator.

15. Once visit dates are scheduled, the search committee chair works with the department administrator on travel arrangements.

16. Candidate talk announcements should be distributed to department student listservs and the school listservs in advance, preferably at least one week prior to presentation:
17. The job talk should have a Zoom connection and should be recorded for those unable to attend. The recording should be shared with faculty in the department, as well as with administrators if requested. A staff member should coordinate the Zoom link and coordinate with ETS to be sure that they are on-site in case support is needed.

18. Please limit the number of people at a meal to no more than 2 or 3, in addition to the candidate. Meal arrangements will be coordinated with department administrator and Maria Jensen. This includes attendees, reservations, and signing out Pcards. Be aware of Pcard policies, including:
   a. No alcohol may be put on a Pcard. Host needs to pay and save receipt for reimbursement.
   b. Host must inform restaurant wait staff that the meal is tax exempt.
   c. Host must save & submit itemized receipt for the meal (excluding alcohol, which needs to be on a separate receipt).
   d. Students should not use Pcards and should not host candidate meals.

19. Distribute Qualtrics feedback survey to those who met with the candidate as well as the faculty and student listserv for those who attended the faculty presentation.

20. The program faculty provide feedback to the search committee.

21. After considering the survey data and program faculty feedback, the search committee determines which candidates are acceptable. While the student representative takes an active part in all committee discussions, they would not vote if ultimately a vote were needed to determine a candidate's acceptability. The recommendation is then shared with the Department and the Dean. It should include more than one candidate and unless requested, should be unranked. The finalist list should distinguish between acceptable/not acceptable with rationale. Among the acceptable there should be a strengths and weakness list provided for each candidate.

22. Faculty Vote in the Department—When new faculty are hired at the assistant level (or lecturer) the department faculty entrust the search committee to make the hiring recommendation. For new faculty hired at the associate or full level (or senior lecturer and teaching professor) all department faculty at the appropriate rank are required to vote on the hiring as a part of the expedited promotion and tenured process required by the VPFAA.

23. Department Chair communicates the department vote to Dean’s Office and then the final decision is made and begins with the initial offer to the chosen candidate.

24. After the candidate and EAD have finalized terms of the offer, the department is notified of the agreement pending campus approval. The Dean’s Office will submit an Offer Request Edoc to the OIE and OVPFAA for approval.
25. A candidate coming in with tenure will need to go through a tenure review process prior to the official offer letter being send.

26. After approval, final and official offer letter is sent to candidate and copy to the department.

27. After the candidate returns signed forms, any formal posting and announcements may be made at that time.

References:

https://education.indiana.edu/faculty/governance/policy-council/_docs/Faculty-Hiring-Process-Statement-of-Practice.pdf