



EFFECTIVE FACULTY SEARCHES

BEST PRACTICES AND STRATEGIES FOR A SEARCH

1. Determine the required and preferred qualifications for candidates BEFORE you craft a gender-neutral job announcement
2. Recruit widely
3. Establish criteria to evaluate applicants and use rubrics to evaluate candidates
4. Plan & host an effective on grounds interview
5. Create gender-neutral behavioral questions for the interview
6. Recognize and avoid implicit bias during evaluation
7. After a candidate is selected, aggressive recruiting begins!

RESOURCES FOR EFFECTIVE FACULTY SEARCHES

AVAILABLE FROM U.VA. CHARGE



U.Va. CHARGE

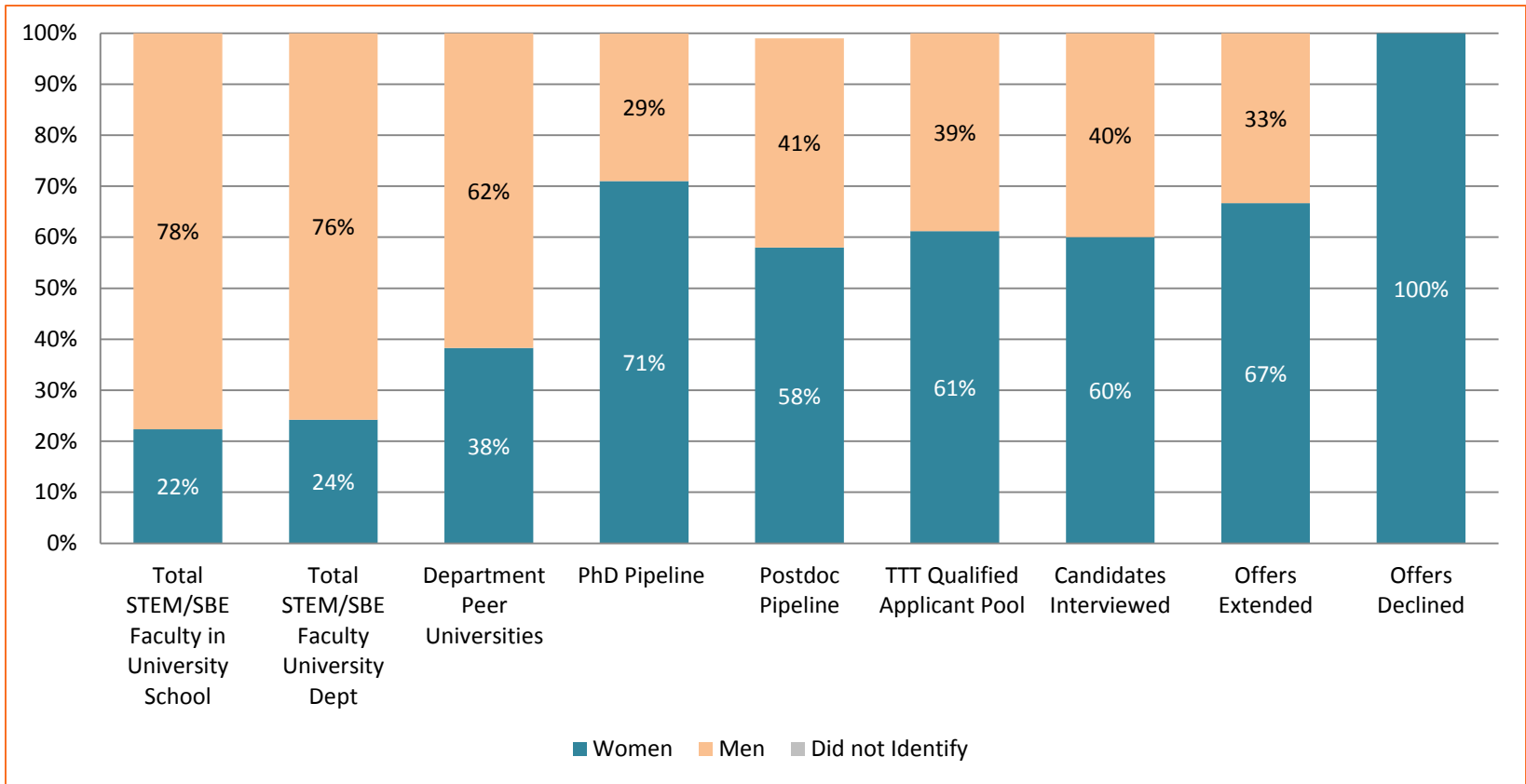
an NSF ADVANCE Program

Discovery. Innovation. Diversity

STRATEGIES & RESOURCES FOR EFFECTIVE SEARCHES

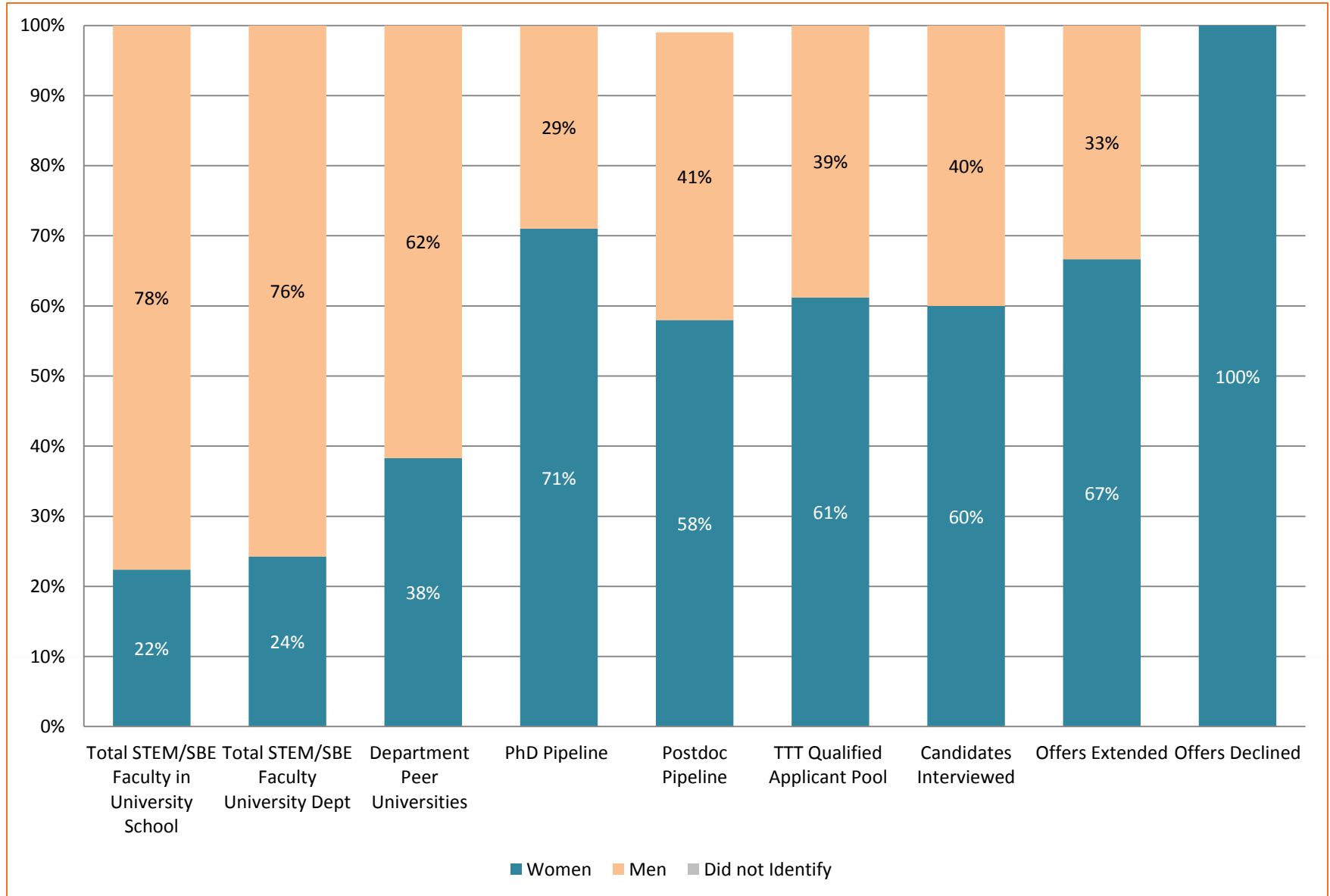
1. Review your Department Pipeline Data Sheet with committee members
2. Use best practices to conduct your search
 1. CHARGE Equity Advisor
 2. CHARGE Academic Search Portal
 3. CHARGE Recruitment Grant
3. Provide all candidates with the CHARGE Faculty & Candidate Guide
4. Work with your department administrative coordinator to enter your candidate status data into Jobs@

1. REVIEW DEPARTMENT PIPELINE DATA SHEETS



* One of two women declined an offer

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2. BEST PRACTICES: EQUITY ADVISORS

PURPOSE

- Increase the expertise of search committees & encourage use of best practices
- External faculty members who provide guidance on:
 - Best practices for hiring
 - Establishing candidate evaluation criteria
 - Writing gender-neutral job announcements
 - Group problem solving skills to overcome bias
 - Guidance on interviewing and developing interview questions

2. BEST PRACTICES: EQUITY ADVISORS

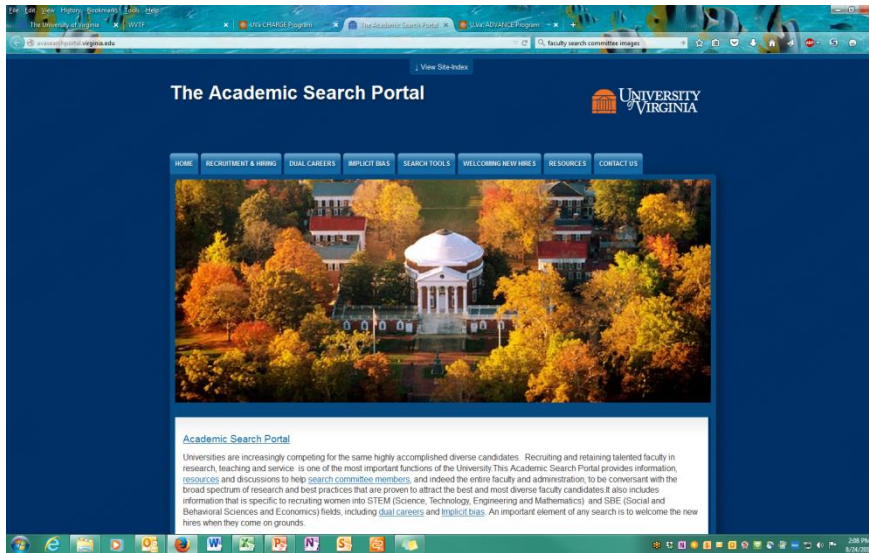
PURPOSE

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RESULTS

- Increased diversity of candidate pools
- Increased bias literacy of committee members
- Easier, smoother search process

2. BEST PRACTICES: ACADEMIC SEARCH PORTAL



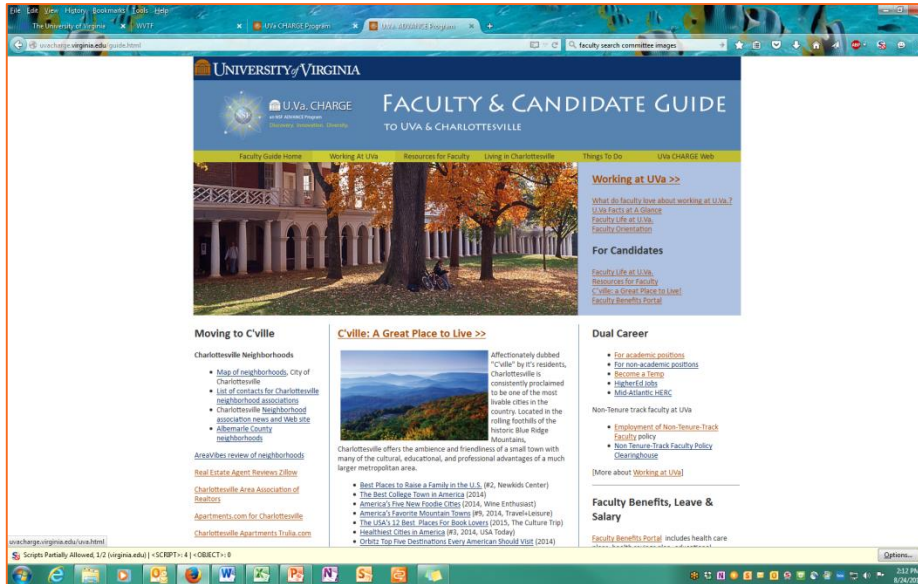
Portal provides:

- Links to mandatory training & step-by-step guidance for searches
- Research & best practices on
 - Recruiting under-represented minorities, mitigating implicit bias, dual career solutions
- Candidate evaluation rubrics accepted by EOP

2. BEST PRACTICES: CHARGE RECRUITMENT GRANTS

- Provide support in identifying and recruiting highly qualified women TTT faculty candidates
 - Expand location of job announcements & postings
 - Network directly with young scholars, recruit at conferences
 - Bring a woman candidate on Grounds for an interview
- **Eligibility:** SEAS departments, A&S: anthropology, astronomy, biology, chemistry, economics, environmental science, math, physics, politics, psychology, sociology, and statistics
- **Funds** up to \$1500 per search
- **Apply online**, rolling deadline
 - CHARGE website

3. FACULTY & CANDIDATE GUIDE



One-stop portal for:

- **Working at U.Va.**
 - Faculty benefits, leave, policies, resources
- **Living in C'ville**
 - Moving, housing, schools, arts & entertainment, food, sports, outdoor
- **Answers for Candidates**
 - Dual career, benefits, policies, living in C'ville

4. ENTER CANDIDATE STATUS DATA

The search chair is responsible for providing the department administrative assistant or respective HR department with the correct data to enter at different points throughout the search process. The administrative assistant or HR department is responsible for entering the data into Jobs@.

Provide & enter data at the following times in the search:

- Minimum qualifications review
- Qualified candidates
- Preliminary and/or on Grounds interviews
- Making an offer

Close out your search! Otherwise, your data does not appear in the Jobs@ report, you continue to be listed as a search committee member, & your job announcement continues to appear on the U.Va. job page

JOIN CHARGE!

Funded by the NSF through an ADVANCE IT Grant to address opportunities and challenges for hiring, retaining, and advancing women faculty in STEM/SBS disciplines

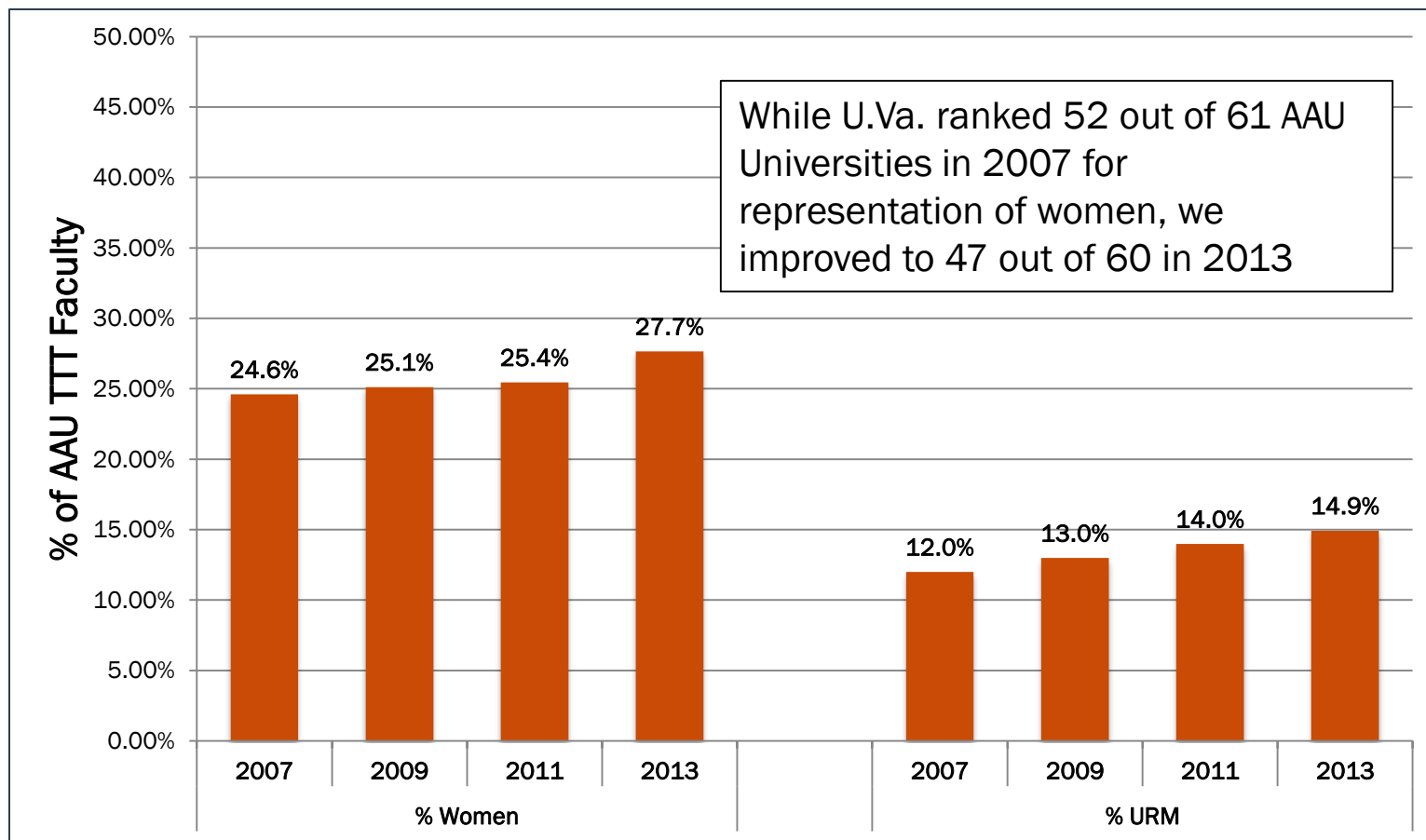
Be a CHARGE change agent; participate in any of 6 different ways

- Attend events
- Volunteer at events
- Ambassador
- Team member
- Project leader
- Other: share your skills!

Contact uvacharge@virginia.edu



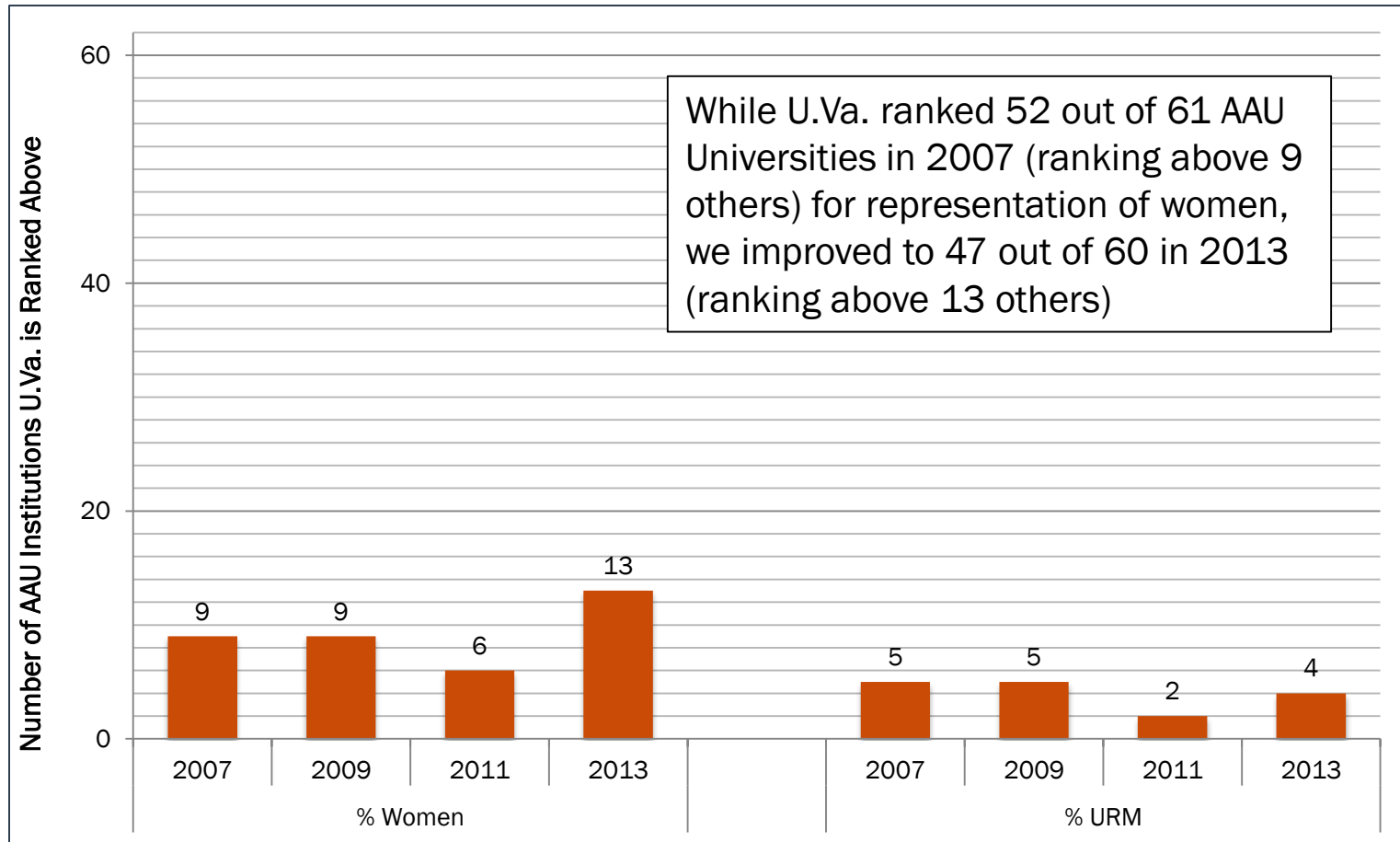
Comparison of % Women & URM TTT Faculty at U.Va., 2007 through 2013¹



¹Data from the peer rankings in % women and % URR TTT faculty at all institutions in the Association of American Universities from 2007 to 2013

Note: This data is for ALL women and URM TTT faculty, not just STEM faculty

Comparison of U.Va. Rank in % Women and URM TTT Faculty, 2007 through 2013¹



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