



Provost Office Required Search Committee Checklist

Approval of Search

- A Tenure line / Tenure eligible search is approved by the Office of the Provost through the strategic hiring plan process. No search may begin until the relevant dean has received the search authorization memo from the provost. All other searches should follow the current approval process for your school.
- Review the Faculty Decision, Selection and Hiring Workflow Overview (Review the complete: [Guidelines for Search Committees](#))

Committee

- The committee should always conduct a search that includes a “good faith effort” to reach women and minorities. The committee chair should be aware if a hiring goal is in place for this opening and ensure to include in the recruitment plan the proper outreach. Copies of the updated AAP department summary data is available with DEI (Inquire for your specific department data at David.goetsch@emory.edu)
- The committee should schedule a discussion on the unconscious bias. Contact Central HR Training and development melody.d.johnson@emory.edu, to schedule a peer presenter or for the committee to be included in a campus workshop.

Recruitment Procedures

- Once the search committee and chair are authorized to begin the search, they will present a Diversity **Recruitment Plan** that includes details on outreach to women, minorities, veterans, and those with disabilities. [Recruitment Plan](#)
- The committee should devise a rubric of desired skills and technical expertise that is needed for the position and should include all aspects of the job position description.
- The Department will utilize their HR team to create an official announcement to place on the university faculty career site. A link to this site will be on ALL advertisements for the position to capture all candidate Self-ID data as to gender, race, protected veteran status and individuals with disabilities, for the university Affirmative Action Plan. Resources are available to support the



Recruitment Procedures (cont.)

- efforts to post the position to a wide and inclusive audience which can be located on the DEI website. [ODEI Resources](#)
- Emory Policy and Procedures requires all searches to be posted to the web a minimum 30 days. (See requirements for visas at ISSS [EmoryISSoffice](#)), as your posting may need to be posted for 60 days.

Interviewing Guidelines

- The committee vets the candidate pool and creates a long list of eligible candidates and short list for peer review.
- Prior to beginning the interviews, the search committee reviews the **Best Practice for Assessing Candidate Diversity, Equity, and Inclusion** document. [Candidate Diversity Assessment](#)
- Initial Screening and “Long list” candidates are reviewed via; telephone, teleconference, skype or other methods before coalescing around a “short list”. The minimum requirement is at least three interviews per search.
- Once the posting has closed and or before any interviews take place the committee requests from the Department of Equity and Inclusion (david.goetsch@emory.edu) a **report on the diversity of the candidate pool** based upon the Self-IDs of each candidate. This data will be compared to the current makeup of the department as to number of women, men, minorities, protected veterans, and individuals with disabilities. Additionally, the data will be compared to their competitive universities for benchmarking.



Interviewing Guidelines (cont.)

- For tenure line positions or those with a hiring goal a **Job Search Report** must be completed at this point before the campus interviews begin. Approval from the Provost Office is mandatory before moving forward. The job search report will include data from the applicant pool and efforts to reach women and minorities as well as details on the “campus visit” candidates. [Job Search Report](#)
- When a hiring goal is in place the committee chair or representative will provide additional notification utilizing the JSR to document to *the Department of Equity and Inclusion* for approval prior to making a final offer to a finalist.

Selection Procedures

- Upon the selection of the finalist and approval by the Provost Office / School Dean and Department Chair the following steps should be initiated by your Administration and or Human Resources team and support:
 - **Candidate Confidential Data Form** is sent to the finalist to obtain critical personal information
 - [Candidate Offer Letter](#) is sent to the new hire for review and signature
 - [Job Details Form](#) is completed to include all hire data for the new employee
 - [Launch Pre-Start and Onboarding](#) will complete the process



Policies

- The policy for Faculty Recruitment [4.6](#)
- Policy for Open recruitment [4.99](#)
- Policy for Faculty Background check [4.126](#)
- Policy 1.3 Equal Opportunity and Discriminatory Harassment Policy [1.3](#)
- Non-Discrimination Statement [EEO Statements](#)
- [Faculty Handbook](#)

Resources

- [ODEI Website](#)
 - [Diversity Tool Kit](#)
 - [Emory Policies](#)
 - [iCIMS Procedures](#)
 - AAP Department Summary Report
 - Affirmative Action Plan [F.A.Q's](#)
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- Review the [Guidelines for Search Committees](#)
 - Copies of the guide: [Searching for Excellence and Diversity](#) are available for distribution to the committee members.