

# Pre-Search Process Information for Faculty Searches

This checklist briefly summarizes the major steps involved in the academic pre-search process and includes suggested roles for each step.

**1. Receive approval from the Office of the Dean to search for a faculty position. This approval replaces the Hiring Request Form.**

**2. Start the Faculty and Other Academic Search Workflow in HireTouch (HT)- Staff**

All HireTouch forms required for the search (ie- Search Form) will be in this workflow. Please see [Starting a Workflow in HireTouch](#) for assistance.

---

**The following items are needed to complete the Search Form:**

**3. Select Search Committee- EO**

- Form Search Committee.
  - Whenever possible, create a search committee that is diverse by race and gender. Provide a justification if this cannot be met.
  - Committees should have at minimum 3 members. Members must be able to commit to the following:
    - Allocate the time and effort required to ensure fairness of the process.
    - Evaluate all candidates based on evaluation criteria.
    - Treat all candidates with fairness and respect.
    - Be open minded and willing to consider different perspectives and values.
  - Executive Officers may not serve on search committees since the search committee is advisory to the EO (unless special approval is given in unique circumstances only).
- Mandatory Online Training for Search Committee Members.

All Search Committee members must take the online DiversityEdu program BEFORE the Office of Diversity will approve the Search Form; in other words, advertising cannot begin until all Search Committee members have taken the training once in the past three years. Here is a link to the training: <https://compass2g.illinois.edu/> . LAS Department Staff who work with searches have access to the *LAS Search Committee and Processing Documents Box folder* which contains a list of LAS employees who have taken the training, listing their training completion date. This list highlights individuals who will need to retake the training before serving on any search committee which begins July-August –September.
- Identify a Diversity Advocate.
  - The primary role of the Diversity Advocate is to be an advocate for diversity as a core component of excellence in the search process. The Diversity Advocate must be identified at the time you select the search committee. The Diversity Advocate must be a tenured faculty member for faculty searches and be able to attend all search committee meetings. We recommend that the Diversity Advocate be a member of the search committee.

**4. Create the Ad (Position Announcement)- EO, Search Committee**

*Executive Officer needs to decide if the Search Committee should be involved in the creation of the ad*

# Pre-Search Process Information for Faculty Searches

and selection of ad sources. LAS Faculty Search Information Box Folder:

<https://uofi.box.com/s/q5b9hlco8fdsc4r5582wqz4q6wf3uiml>

- Create the ad. Consult the *Ad Examples Faculty Searches* document in the LAS Faculty Search Box folder for examples of ads. *Requirements for all Faculty Ads- explanations and examples* document provides notes regarding the different elements that are required in all ads.
- Create a short ad (to be used in sources that charge by the word). Consult the *Ad Examples Faculty Searches* document in the LAS Faculty Search Box folder for an example.
- Create a short url- Please consider creating a short url for your search. If your unit wishes, you can replace <https://jobs.illinois.edu> in the long ad you post with the short url. The job board is a bit cluttered, so you may want to direct applicants directly to your ad. The short url can also be used in your approved short ad. Instructions on creating and editing a short url are on the LAS Website.

**5. Establish Search Plan and Recruitment Sources- EO, Diversity Advocate (DA), and Search Committee** should discuss recruitment sources/strategies to ensure the most diverse pool of qualified applicants. Please consult the LAS Faculty Search Information Box Folder: <https://uofi.box.com/s/q5b9hlco8fdsc4r5582wqz4q6wf3uiml> for information on Dept of Labor Criteria for Advertising Faculty positions.

## Required Advertising Sources for National Searches

1. [U of I Job Board](#) : Posted automatically
2. [HigherEd Jobs](#) and Affirmative Action Email: Posted automatically and your unit is billed directly.
3. [Illinois Diversity](#): posted automatically by OAE. Departments do not need to upload this advertisement to the Activity Tab in HireTouch.
4. [Big Ten Academic Alliance Directory](#) : **Unit must review the database.** Search Chairs and Diversity Advocates will be given access to this database. Search Chair should contact potential candidates (could be by email) to share the job posting. This database provides access to recent PhD graduates in the STEM fields and requires individuals to login to access the information.
5. [The Diversifying Higher Education Faculty in Illinois Program](#) : Uncertain how units will use this database; information will be shared with units at a later date.
6. [South Regional Education Board DSP Scholar Directory](#) : **Unit must review the website.** Search Chair should contact potential candidates (could be by email) to share the job posting. Login and password available via LAS Faculty Search Info Box folder: <https://uofi.box.com/s/q5b9hlco8fdsc4r5582wqz4q6wf3uiml>

## Other Recruitment Information

National Professional Journal: If you should hire an international person for the position, you will most likely sponsor him/her for a green card. In order to be prepared for that possibility, please

# Pre-Search Process Information for Faculty Searches

note that at least one ad for the position needs to be posted in a national professional journal, either in print OR electronic ad posted for 30 days. The Chronicle of Higher Education meets Department of Labor requirements. Additional Dept of Labor information can be found in the [LAS Faculty Search Information BOX folder](#).

## ***Supplemental Special Recruitment Efforts***

Searches should utilize special recruitment efforts or methods which target members of the designated classes, including U.S. military veterans and persons with disabilities as well as members of historically underrepresented groups. A proactive recruitment plan should be used and could utilize the following:

<http://www.academickeys.com/>

<http://diverseeducation.com/>

<http://www.insightintodiversity.com/>

---

## **6. EO gives information above (3-5) to Staff to enter into HT via the Search Form**

- Staff contact should check ad costs and publishing dates to ensure that all ad sources can be used.
- Search Form reviewed by LAS and OAE
- EO provides the charge to the search committee (either in person at first search com mtg or via email): what you expect them to do (will they conduct initial interviews and present an unranked or ranked list to the EO; will they only be reviewing applications and presenting a short list to an executive committee or the EO and not conduct any interviews); what a potential hire must have to succeed in the position; etc)

## **AFTER Search Form is approved:**

### **7. Advertising – Staff, Search Chair**

- Begin advertising after receipt of Search approval from OAE.
  - Ensure that you are using the approved ad (OAE may have made a change and did not inform you)
  - All ads as specified on the Search Form must be used. If there are issues, please contact Amy Elli.
  - Ads are only required to appear once in each specified source.
- Save copies of all advertisements as they appeared in each source and upload in HireTouch through the Activity Tab, preferably as one scanned document.

### **8. Set up First Search Committee Meeting– Staff, Search Chair**

Consult the LAS Overview of Search Procedures for additional information.

Updated August 2019