**Orientation for Faculty Recruitment 2013-2014**

**Search Committees and Faculty**

Offered August 21 and September 10, Times: 8:30-10, or 11:30-1

RSVP Aug 14 via: <http://doodle.com/h3xxe3dq4g5a6sgg>

**Contact us:**

**Henry Odi**, Vice Provost for Academic Diversity - - diversity@lehigh.edu

**Kristen Jellison**, Director, Lehigh NSF-ADVANCE Grant,

Assoc. Prof. Civil & Environmental Engineering [--krj3@lehigh.edu](mailto:--krj3@lehigh.edu)

**Marci Levine**, Project Manager, Lehigh NSF-ADVANCE Grant- [mjl410@lehigh.edu](mailto:mjl410@lehigh.edu)

**Pre-work:** Please prepare for this interactive orientation by reading the linked materials

* [**Lehigh ADVANCE Faculty Recruitment Information Module Part I**](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/Faculty%20Recruitment%20Education-FINAL%20For%20ORIENTATION.pdf)
* **Project Implicit** defines implicit social cognition as the "thoughts and feelings that occur outside of conscious awareness or control." Take the Implicit Associations Test (IAT) on [Gender-Science](https://implicit.harvard.edu/implicit/Launch?study=/user/education/genderscience/genderscience.expt.xml) or other topics for yourself at [**http://projectimplicit.net/index.html**](http://projectimplicit.net/index.html)

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**AGENDA:** *Hyperlinked Items will be in the Orientation Folder and featured during the program*

5-10 min:  **Welcome and Purpose of Meeting,** Henry Odi

15 min:  **Faculty Recruitment at Lehigh- Evolution, Mechanics and Expectations,** Henry Odi

* [Faculty Recruitment: Best Practices for Diversity and Excellence](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/RecruitmentBookletFinal17Aug2011.pdf)
* [Faculty Search Handbook Guidelines](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/Faculty%20Search%20Handbook%20MASTER%20REVISED%20VERSION-FINAL-2.pdf)
* [Lehigh Work-Life Balance For Faculty Info-Card](http://www.lehigh.edu/%7Einprv/pdfs/work_life_balance_faculty_card.pdf) / [Faculty Dual Career Assistance Program](http://www.lehigh.edu/%7Einprv/faculty/dualcareer.html)
* [Lehigh’s Context-Lessons Learned](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/Evaluation%20of%20Progress%20in%20Recruitment%20of%20Women%20in%20STEM-FINAL.2.pdf) (Progress, Internal Evaluation Excerpts)

30 min:  **Videos and Discussion on Implicit/Unconscious Bias and Best Practices,** Kristen Jellison

* VIDEO A-***bias and schemas* –** 5:34 [www.youtube.com/watch?v=UZHxFU7TYo4](http://www.youtube.com/watch?v=UZHxFU7TYo4)
* ‎VIDEO B-***recruitment best practices for diversity***- 6:47 <http://www.youtube.com/watch?v=JvmHV5_dOH4>

15 min:  **Reviewing Tips and Concrete Tools** **to Minimize Bias and Maximize Success,** Everyone

* [Cornell ADVANCE: Reducing Stereotypic Biases in Hiring](http://advance.cornell.edu/documents/Reducing-Stereotyping-Biases-in-Hiring.pdf)
* [Sample Language for Job Advertisement](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/JobAdPrimer-8-8-13-FINAL_0.pdf)-Welcoming Broad Application from Qualified Candidates
* [Candidate Evaluation: Tips and Rubrics](https://advance.cc.lehigh.edu/sites/advance.cc.lehigh.edu/files/Evaluation%20of%20Candidates%20With%20Samples.pdf)
* [Broaden the Pool: sample letter asking colleagues to help identify applicants](https://advance.cc.lehigh.edu/sample-letter-colleagues-help-broadening-pool-applicants)
* Know Your Data: [Women, Minorities, and Persons with Disabilities in Science and Engineering](http://www.nsf.gov/statistics/wmpd/2013/)

*Calculate the percentage of PhDs awarded to women by using*[*Table 7-2*](http://www.nsf.gov/statistics/wmpd/2013/pdf/tab7-2.pdf) *and* [*Table 7-1.*](http://www.nsf.gov/statistics/wmpd/2013/pdf/tab7-1.pdf)

5 min: **Complete Feedback Form**

**SAVE THE DATE!**

**OCT 18, 2013 Cornell Interactive Theatre Ensemble production about the Campus Interview**