Best Practices for Faculty Recruitment 2019-2020
Search Committees and Faculty

Bob Flowers, Deputy Provost Faculty Affairs, Professor, Chemistry - rof2
Kristen Jellison, Faculty Director, ADVANCE Center for Women STEM Faculty,
   Assoc. Prof. Civil & Environmental Engineering - kjr3
Marci Levine, Staff Director ADVANCE Center for Women STEM Faculty - mjl410
Henry Odi, Deputy Vice President for Equity and Community and Associate Provost for Academic Diversity - huo0

Things to review:
- University Hiring Resources: https://www.lehigh.edu/~inprv/faculty/hiring.html
- 2019-2020 Faculty Hiring Checklist
  https://www.lehigh.edu/~inprv/pdfs/Faculty_Recruitment_Initial_Appointment_Checklist_August_2019.doc
- Online Best Practices Toolkit: https://advance.cc.lehigh.edu/best-practices
- Review College Guidelines
- 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 or other topics for yourself at http://projectimplicit.net/index.html

AGENDA: Underlined Items will be in your packet or featured during the program

5-10 min: Welcome and Purpose of Meeting, Bob Flowers & Henry Odi
15 min: Faculty Recruitment at Lehigh- Checklist, Bob Flowers
20 min: Tips and Concrete Tools to Minimize Bias and Maximize Success, Marci Levine & Kristen Jellison

PREPARING FOR THE SEARCH
- Talk about Diversity & Inclusion in your context
- Cornell ADVANCE: Reducing Stereotypic Biases in Hiring
- Know your data (NSF sources, disciplinary societies, higher ed trends, etc.)
- Consider Conflict of Interest

DOCUMENTATION: The Ad
- Sample Language for Job Advertisement
- Diversity & Inclusion Statement - Contributions

LAUNCHING THE SEARCH:
- Consider where your network and where advertise (Appendix 10)
- Broaden the Pool: sample letter asking colleagues to help identify applicants

EVALUATING CANDIDATES
- Understanding bias in letters of recommendation
- Stick to the Criteria: Sample Candidate Evaluation Tool
- Candidate Evaluation Form: Another option for sticking to criteria
- Candidate Evaluation: Tips and Rubrics
- Evaluate one criterion at a time, as opposed to one candidate at a time

THE CAMPUS INTERVIEW
- Lehigh University Guidelines for Interviews
- Consider how you prepare students & include student feedback?
- Interview in pairs
- Include non-evaluation informational session including the “Candidate Tri-Folder” – use form to Request to Schedule 30 Minute University and Diversity Resource Meeting
- Roll out red carpet
- Remember candidate is evaluating Lehigh just as Lehigh is evaluating candidate

10 min: Video & Discussion on Implicit/Unconscious Bias, All bias and schemas – 5:34 www.youtube.com/watch?v=UZHxFU7TYo4
5 min: Complete Feedback Form
30 min: Additional Questions and Discussion, All