STRIDE Faculty Search Resources:
Conducting an Equitable Faculty Search

SEARCH STAGE A – Define Criteria and Qualities Required for the Position

- Write the ad using broad research area
- Discuss the meaning of the words 'fit', 'excellence', 'quality' before reviewing applications
- Discuss diversity and its meaning to the department and within the search committee
- Develop a candidate desired qualities matrix for initial reviews and final rankings

SEARCH STAGE B – Actively Recruit a Diverse Pool

- Develop a departmental proactive strategy for year-round recruiting
- Benchmark the number of women and minorities receiving PhDs in the discipline and measure the applicant pool against the available pool of PhDs
- Proactively:
  - Build relationships with diverse scholars at national conferences
  - Broaden the institutions from which you recruit and seek out research collaborations
  - Send the ad to national women and minority organizations, committees, and caucuses
  - Search for prestigious fellowship holders, including minority fellowships
- Go beyond your own network and beyond the people you know
- Do not assume people are not moveable
- Explore databases of funded awards for diverse candidates: NIH Research Portfolio Reporting Tool, NSF Awards Search, NEH Awards Search, Web of Science database
- Explore the National Academies Directory database in your discipline and invite women and minority members to apply
- Explore names of those who hold leadership positions in national organizations

SEARCH STAGE C – Review and Identify the Long / Short List

- Agree on objective criteria and apply consistently across all applicants
- Completely review all applications, not just those from top ranked universities
- Be cognizant of letter writer and reader biases
- Be attentive to name biases and spend time reevaluating diverse applicants
- Give everyone or no one the benefit of the doubt
- If you waive objective requirements, do so consistently and be able to explain why
- Do not make assumptions about mothers / fathers and their ability to do the job
- Ensure the short list is diverse with more than one diverse candidate

Learn more at http://www.northeastern.edu/advance/resources/

- Ask and ensure that everyone has been judged equally on their promise

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SEARCH STAGE D – Conduct an Effective On-Campus Interview

- Ask if there are individuals or groups with whom the candidate wants to meet
- Value each candidate as a scholar, not as a token of their gender, race, etc.
- Aim for diverse and welcoming audiences when scheduling meetings
- Create a list of questions, asked of every candidate, to allow for comparison on common factors
- Federal/state laws protect certain classes – do not ask inappropriate questions about protected classes: family status, race, religion, gender, age, arrests, citizenship / nationality, disability, sexual orientation, and / or pregnancy, even if you have good intentions
- Even if you know protected information, it is illegal to use it when making a hiring offer / decision
- Read the candidate CV before meeting with each candidate
- See Northeastern Provost's Guide for Conducting Interviews on the Provost's website
  https://provost.northeastern.edu/resources/faculty/
- Inform all candidates of Northeastern resources and benefits such as dual career support, family leave, child care center, etc.

SEARCH STAGE E – Recommend Finalist(s) to the Chair

- Complete evaluation matrix within 24 hours of each candidate's visit
- Use consistent objective criteria in the final evaluation of every candidate
- Be able to defend the reasons why each candidate was recommended or not recommended

Northeastern Resources

VPAA Faculty Resources on Faculty Hiring: https://provost.northeastern.edu/resources/faculty/
ADVANCE Faculty Search Resources: http://www.northeastern.edu/advance/resources/

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