Upon approval to conduct a search, the department writes a position announcement. Once the department chair and dean approve the announcement, the position is advertised. All position announcements will provide a date by which the review of applications will begin. During this phase of the search, the search committee members will not be able to review applicants in Consensus.

The department chair, in concert with the search committee, will develop an Applicant Pool Diversity Goals & Recruitment Plan (Part 1 of the Approval Form). In the Diversity Goals section (A & B), the plan should reference existing data on the diversity of the field (Council of Graduate Schools Fine Field database, Oklahoma State University Distribution Survey, or other discipline specific data sources) in establishing applicant pool demographic goals for the search. In the Recruitment section (C), the plan should identify actionable strategies to recruit a diverse applicant pool. The department chair may request assistance from the Office of Diversity Initiatives (ODI) to identify venues for advertising positions or other strategies for soliciting applications from highly qualified potential candidates among women and under-represented minorities in that field.

Applicant Pool Diversity Goals & Recruitment Plans will be shared, through deans, with the faculty of the college in a college meeting. Department chairs should receive input on the search plan from the college faculty, make any appropriate modifications based on that input, and submit the final plan to the dean for review and approval. Deans will then forward plans to the Chief Diversity Officer (CDO). Upon approval of Part 1, the department chair will begin receiving weekly updates on the diversity of the applicant pool at Level 2 in Consensus.

Once the position has been posted, the department chair will have access to the applicant pool as applications are submitted. As the search process commences, the department chair will monitor applications as they are submitted and will move all applicants who meet the minimum qualifications from Level 1 to Level 2 in Consensus so that judgments concerning goal-achievement are based on qualified candidates only. (Note: This level-maintenance is a necessary condition for Part 2 approval, below.)

When the department chair believes sufficient applications for review have been received, she or he will complete Part 2 of the Approval Form and submit to the dean. If the dean approves, the request is forwarded to the CDO for approval. CDO action on Part 2 is anticipated to occur within 48 working hours of receipt. If Part 2 receives CDO approval, HR will be notified to release the candidate pool to the search committee in Consensus.

Under extraordinary circumstances, the department chair and dean may on Part 2 of the Approval Form request approval from the CDO to exempt the search from the requirements of the Faculty Diversity Hiring Program and to release the candidate pool to the search committee in Consensus prior to receipt of what would normally be considered sufficient applications for review. CDO approvals of this nature will be rare.