Procedures for Recruitment
(Tenure-Track / Tenured Faculty)

1. Upon approval to conduct a search, the department writes a position announcement. Once the 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.

2. Through the Office of Diversity Initiatives, chairs may obtain data on the diversity of applicant pools from past department searches and the diversity of faculty in the field currently from national data sources. Using this data, the department chair, in concert with the search committee, will develop a search plan (and record it on Parts 1 & 2 of the Approval Form). In Part 1, the plan should reference existing data on the diversity of the field (OSU Study; NCES; historical data from department’s prior searches, or other discipline specific data sources) in establishing applicant pool demographic goals. In Part 2, the plan should identify actionable strategies to recruit a diverse applicant pool.

3. Search plans should be shared, through deans, with the faculty of the college (either in a college faculty meeting or distributed through email or printed memorandum). 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 Provost. Chair or dean may request assistance from the Office of Diversity Initiatives and/or the Provost’s office to identify additional venues for advertising positions or other strategies for soliciting applications from highly qualified potential candidates among women and under-represented minorities in that field.

4. 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. He or she may request from the Provost’s office information on the demographic diversity of the applicant pool to that point, which will be based upon EEOC disclosures by applicants. If the chair believes the applicant pool is not generating diversity consistent with the goals, he or she and/or his or her dean may request assistance from the Office of Diversity Initiatives and the Provost’s office to identify additional venues for advertising positions or other strategies for soliciting applications from highly qualified potential candidates among women and under-represented minorities in that field.

5. When the chair believes a critical mass of applications has been received, and/or the date posted in the advertisement to begin screening applicants has passed, the chair should request demographic composition of the applicant pool. When the chair believes the applicant pool is ready for the search committee to begin its review, the chair will complete Part 3 of the Approval Form and submit to dean. If the dean approves, the request is forwarded to Provost for approval. Upon Provost approval, Academic Resources notifies HR to release the candidate pool to the search committee. (Once the dean submits the request to begin screening applicants, the Provost’s office and HR anticipate releasing the applicant pool to search committee within 48 hours.)

6. At any point in the search process, including prior to the posting of the position, through to the date posted to initiate review of candidate, if the chair and dean believe this position is not likely to generate and applicant pool that meets the diversity goals set in the search plan, the chair and dean may complete Part 3 of the Approval Form and request approval from the Provost to release the candidate pool to the search committee.