Faculty Search Report 1

Department:

Date of this report:

Position:

1. Ground Rules for your search procedure. Please read 1. Moody: GROUND RULES for search committees.doc. 2. [Prohibited Employment Policies/Practices](https://www.eeoc.gov/prohibited-employment-policiespractices#recruitment). Please discuss the ground rules suggested by Moody with members of the search committee, and review Prohibited Employment Policies/Practices.

If you choose to modify these ground rules, please provide that modification with Faculty Search Report I. Also, please provide a statement confirming that your proposed ground rules have been discussed with and agreed to by the full department. If there are any challenges to full agreement, please state them as well.

*You might say: “We are using the ground rules suggested by Moody. We have discussed these ground rules as a department, and all parties have agreed to abide by them. We have also reviewed*[Prohibited Employment Policies/Practices](https://www.eeoc.gov/prohibited-employment-policiespractices)*and all parties have agreed to abide by them.”*

2. Search Timetable. Estimate the important dates—e.g., the dates for advertising, receiving applications, screening, and on-campus interviewing—for the search.

3. Text of Job Advertisement. All ads must ask for a dossier, including (a) letter of application, (b) curriculum vitae, (c) transcripts, (d) three brief statements – one addressing teaching philosophy and experience, one addressing scholarship and including future research directions, and one addressing demonstrated ability to mentor a diverse student body, and (e) three letters of recommendation.

Departments may choose to ask for additional materials.

This job ad should be the product of a consultative process with the Dean’s Office, once the search is authorized, ideally soon after authorization for the search has been given. There is good evidence to suggest that the diversity of the candidate pool is highly dependent on a broadly worded job description. Therefore, we want to assure that the ads are written in such a way as to best meet the needs of the department and to “cast as wide a net” as possible.

Job ads should also explicitly state the college’s commitment to diversity. We recommend the following statement.

*“The successful candidate will have experience working with students from diverse backgrounds and a demonstrated commitment to improving higher education for underrepresented students.”*

To ensure that you review all candidates fairly, the following statement should be included in the job ad:

*“Review of applications will begin on XXX, and will continue until the position is filled.”*

Sample job ad:

*Tenure-track appointment, Assistant Professor in the Department of Mathematics, with a focus on discrete mathematics or related fields. Teaching load: 2/2. Ph.D. in hand or expected by July 2023. Send a dossier, including (a) letter of application, (b) curriculum vitae, (c) transcripts, (d) three brief statements – one addressing teaching philosophy, one addressing scholarship, and one addressing demonstrated ability to mentor a diverse student body, and (e) three letters of recommendation.*

*Please upload electronic copies of all materials no later than DATE to:*[*https://academicjobsonline.org/ajo/jobs/12345*](https://academicjobsonline.org/ajo/jobs/12345)

*Review of applications will begin on DATE, and will continue until the position is filled. The Department of XXX supports equal access to higher education, and values working in a richly diverse environment. The successful candidate will have experience working with students from diverse backgrounds and a demonstrated commitment to improving higher education for underrepresented students.*

*Pomona College is a highly selective liberal arts college. We seek to attract, develop, and retain the highest quality faculty and are committed to building a culturally diverse workplace. We value candidates who have experience working with students from diverse backgrounds and who are able to demonstrate a commitment to improving higher education for underrepresented students through their teaching, scholarship, or service.*

*Pomona College, located 35 miles east of downtown Los Angeles, is a member of the Claremont Colleges, which also include Claremont McKenna, Scripps, Pitzer, Harvey Mudd, Keck Graduate Institute and Claremont Graduate University. Collectively, the Claremont Colleges constitute an academic community of 9,000 students and close to 4,000 faculty and staff. In collaboration with the Claremont University Consortium (CUC), Pomona College offers a variety of professional development, mentorship, and networking opportunities for faculty at all stages of their careers.*

Once your job ad has been approved by the Dean’s Office, you will log onto [Academic Jobs Online](https://academicjobsonline.org/) to create and place your job ad in a central location for all candidates to upload their files. The Dean’s Office will post ads on the Dean of the College [faculty jobs](https://www.pomona.edu/administration/academic-dean/faculty-jobs) page.

Immigration law requires one of the advertisements you place must appear in a print journal. This requirement will be met by a joint ad in *The Chronicle of Higher Education*. Here the advertised position information will include only (i) department, (ii) subfield and (iii) position rank. We will be contacting you to approve these very brief ads early in the search process.

4. Constitution of Search Committee. The Search committee must include two students, selected from among the department’s student liaisons or chosen in collaboration with the liaisons (one student in small departments) and one faculty member who is external to your department or program.

In order to assign the external member of your search, the department will be asked to recommend 3 potential external members of the Search Committee to the Dean’s Office ([zayn.kassam@pomona.edu](mailto:zayn.kassam@pomona.edu)), and will authorize your invitation to one of these in conjunction with your recommendations. The external member may be a member of the Pomona faculty or a faculty member from one of the other Claremont Colleges. The appointee will be a full voting member of the Search Committee.

Finally, all members of the Search Committee are asked to review “Moody’s Cognitive Errors” and “Rising above Cognitive Errors” and other documents found on the Dean of the College [website](https://www.pomona.edu/administration/academic-dean) under the “[Searches and Recruiting](https://www.pomona.edu/administration/academic-dean/searches-recruiting)” navigation bar, under “Search Reports and Resources.”

Please provide a statement in your report affirming that each member of your search has reviewed the 2 documents.

*You might say: “All currently known members of the search committee have reviewed the two documents pertaining to cognitive errors in searches. These members include [Name search members].”*

5. Outreach and Advertising Plan

1. List of publications in which you plan to advertise, with dates:
2. Cost of each advertisement
3. List of other outreach plans and recruitment sources describing the kinds of networking your search committee intends to do in order to create a diverse applicant pool: calls placed to whom; letters to chairs at which graduate programs; minority organizations and women’s organizations to be contacted. The Dean’s Office will also be able to place your ad in selected minority recruiting forums.

Please be aware that you will be asked to report on the effectiveness of this outreach in Faculty Search Report II.

6. Description of anticipated screening process that will lead to ranking the top ten candidates. All departments are expected to include (i) Intellectual Leadership and Teaching Effectiveness, (ii) Professional Achievement in Scholarship, (iii) Service, and (iv) Ability to mentor a diverse undergraduate student body in their search criteria. We ask that each department discuss in their Search Report I how it will address each of these four criteria. We recommend that you provide a numeric weighting for each of the four categories, and that you provide a detailed description of the evidence to be used for each of the four criteria.

We also expect you to describe how candidates will be contacted and interviewed (e.g., travel to professional meetings, remote interviews, departmental deliberations).

7. Anticipated format for campus visits: Describe the format of the on-campus visit for those candidates who make it to the short list (2-4 candidates). All candidates who make it to the on-campus stage of the search will meet with the President and the Dean of the College. It is assumed that candidates will both demonstrate classroom teaching and present their research. It is also assumed that candidates will meet with search committee members, and other constituencies at the colleges as deemed pertinent. It is also assumed that the candidates will meet with students. Please address these recommendations and describe what other activities are planned.

8. Anticipated space needs: what are the anticipated needs in terms of office, lab, or studio space? What are your recommendations for such space?