

POMONA COLLEGE
Faculty Search Report Part I
2019-2020 Revision

This report must be submitted to and *approved* by the Dean of the College and the Associate Dean/Diversity Officer *before* a search for filling a tenure-track or a three-year position can officially begin. The job ad may be submitted and approved before SRI, but no candidate files can be evaluated until this form is submitted and approved. All candidates should submit dossiers through academicjobsonline.org.

This report asks for the following 8 items:

1) **ground rules** for your search procedure, 2) a search **timetable**, 3) a **job advertisement**, 4) the constitution of the **search committee**, 5) an **outreach** and advertising plan, 6) a description of the **screening process**, 7) the format for **campus visits**, and 8) anticipated **space needs**.

Please fill out this form and email it, from the department chair's email account, to the Diversity officer at tony_boston@pomoma.edu as an attachment.

Department:
Date of this report:
Position:

1) **Ground Rules** for your search procedure. We recommend using the sample which can be found on sakai under "DEAN OF COLLEGE: Resources: Diversity in Faculty Hires: BestPracticesInDiversity. Open "1. Moody: GROUND RULES.doc". If you choose to modify these ground rules, please provide that modification with 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 provided on the Dean's website. We have discussed these ground rules as a department, 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 your future 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 over the summer. **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.”

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 2018. Pomona College, the founding member of the Claremont Colleges, is a highly selective liberal arts college attracting a diverse, national student body. 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. These documents should be uploaded to academicjobsonline.org. Review of applications will begin on XXX. The Math Department 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.

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 (one 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. The Dean's Office will then appoint 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 will be asked to review the other documents found on sakai under "DEAN OF COLLEGE: Resources: Diversity in Faculty Hires: BestPracticesInDiversity. These include:

1. "2. Moody.COGNITIVE ERRORS.doc"
2. "3. Moody.FlashPoints&CognitiveErrors.doc"
3. "BestPracticesRecruitingDiversity.doc"
4. "Moss-Racusin (2012).ImplicitBiasInScience.pdf"

You will be asked to provide a statement in your report affirming that each member of your search has reviewed these documents.

You might say: "All currently known members of the search committee have reviewed the "BestPracticesInDiversity" Documents. These members include [Name search members]."

5) **Outreach and Advertising Plan**

- a) **List of publications** in which you plan to advertise, with dates:
- b) Cost of each advertisement
- c) 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:

Please be aware that you will be asked to report on the effectiveness of this outreach as part of the August Searching Departments meeting and in Search Report II.

Please also complete and attach the “Graduate Program Outreach Worksheet”. The data from this worksheet has been compiled from **National Research Council Rankings**. In this worksheet, you are asked to identify the person contacted and the date of that contact to chairs of graduate programs with the highest rates of graduate students of color.

You will also be asked to provide an updated revision of this Worksheet with Search Report II.

While you will soon be provided with a department-specific Outreach Worksheet, further information can be found on the NRC website at:

<http://sites.nationalacademies.org/PGA/Resdoc/>

We should note though that this database refers to rankings and figures as of 2005-2006 (the last year for which such extensive data is currently available). Please use this database as just ONE resource for developing a diversity outreach strategy.

To explore the website, go to: <http://sites.nationalacademies.org/PGA/Resdoc/> and follow the instructions below to download the report and data tables.

- Under “Assessment of Research Doctorate Programs”, Click on “Get the report and data tables”.
- To the Right of Window”), Click on “Download Free pdf”
- Click on “Download as Guest”
- Click on second option – “A Data-Based Assessment of Research-Doctorate Programs in the United States: Excel Data Table (revised 4/29/2011)” and click on “Sign In”
- Click “Continue as Guest”
- Enter “e-mail address” and click on “Yes, I accept the terms of use”
- Click “Continue”
- Scroll down about 25% and click on appropriate version – “Excel for Windows”, **Excel 2004 and 2011 (for PCs)**” or **Excel 2008 for Mac (well . . . for Macs)**”
- The Excel file should download and come up in your “Download” window.
- Click on it to open, and Click “Start”. For PC users, it will take a few minutes for the Excel **file** to open.
- Under “Broad Field” Column (Column B), choose the most appropriate Broad Field by using the arrow down icon, then under **Filter**, click on “Equals” and the most appropriate Broad Field for your search
- Under “Field” Column (Column C), choose the most appropriate Field by using the arrow down icon, then under **Filter**, click on “Equals” and the most appropriate Field for your search
- TO ACCESS A LIST OF TOP PHD PROGRAMS (based on research productivity) . . .
- In “R Rankings 5th Percentile” (Column J), use down arrow to sort in ascending order.

- In “Data: Diversity: Non-Asian Minority Students as a Percentage of Total . . .” (Column AE), record the percentages and document which you will and then have contacted.
- TO ACCESS A LIST OF TOP PHD PROGRAMS (based on URM % of Grad Students)
- In “Data: Diversity: Non-Asian Minority Students as a Percentage of Total . . .” (Column AE), sort in descending order

6. Description of anticipated screening process that will lead to ranking of 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, phone 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 candidate). All candidates who make it to the on-campus stage of the search will meet with the President and the Dean of the Faculty. It is assumed that candidates will both demonstrate classroom teaching and present their research. It is also assumed that candidates will meet individually with search committee members. Please address these recommendations, and describe what other activities are planned. For example, what will be the involvement of students in the on-campus process?

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

Signature (Department Chair):

Date:

Signature (Diversity Officer):

Date:

Signature (Dean of the College):

Date: