

## **ATHENA STRIDE Search Committee Training**

### **TOP 10 BEST PRACTICES**

- **Build an effective search committee**
  - All members should have attended the STRIDE search committee training in the last three years.
  - Complete the search committee [STRIDE Intake Form](#), which notifies the STRIDE Committee of your search, so that they can assign an Equity Process Advocate (EPA). See [UofL STRIDE Handbook - Sec. III.6 | Page 12](#).
  - Contact the STRIDE Committee ([athena@louisville.edu](mailto:athena@louisville.edu)) if you have any questions.
  - Establish committee responsibilities, set the tone and build consensus on the search criteria and process in the first meeting. See [UofL STRIDE Handbook - Sec. III.5 | Page 11](#) (Committee member responsibilities, [Confidentiality form](#), [Conflict Of Interest form](#)) and [Sec. IV.2 | Page 19](#).
  - Require/reward a high level commitment to diversity and excellence. See [UofL STRIDE Handbook - Sec. III.2 | Page 9](#).
  - Assign a staff member to support the search.
  - Have processes in place for person-specific hiring: See [UofL STRIDE Handbook - Sec. III.10 | Page 15](#).
- **Pay close attention to both the language and the posting venues of the job Ad**
  - Check the guidelines and the resources relating to *language* in the [UofL STRIDE Handbook - Sec. III.9 | Page 14](#).
  - Use some of the language excerpts in the [UofL STRIDE Handbook Appendix 2 | Page 36](#).
  - Post the job Ad in venues listed in [UofL STRIDE Handbook - Sec. III.8 | Page 14](#).
  - Use online tools, such as [gender-decoder](#), for scoring the Ad language on equity criteria: See [UofL STRIDE Handbook - Appendix 2 | Page 36](#).
- **Actively develop a diverse pool of applicants**
  - Network directly with newly established scholars.
  - Review national pool and past search data and foster connections with institutions, on-campus postdoctoral programs, and professional organizations that train or support underrepresented groups in your field. See [UofL STRIDE Handbook - Sec. IV.1 | Page 18](#).
- **Define the disciplinary area for your search as broadly as possible**
  - Search as broadly as possible. If you have multiple positions over a period of several years, consider **more broadly defined** searches, with a multidisciplinary search committee. See [UofL STRIDE Handbook - Sec. III.7 | Page 13](#).
  - Consider searching in subfields that are more diverse. These can be called out specifically as areas of interest in your broad search.
- **Ask for information you need from applicants**
  - Ensure that all applicants know the criteria on which they are being evaluated.
  - Provide a template or checklist and clear instructions about the application process.
  - Require candidates to write about their current and planned contributions to diversity and inclusion in a [Diversity Statement](#) and use a [rubric](#) to evaluate it. Use the “**DEIB Rubric**” tool in [UofL STRIDE Handbook - Appendix 7 - Page 42](#).
- **Make sustained and conscious efforts to counter potential evaluation bias**

- Discuss and define specific evaluation criteria before the search. Ensure all search committee members and department faculty have a clear and shared understanding of the criteria. See [UofL STRIDE Handbook - Sec. IV.2 | Page 19](#).
- Design evaluation tools, such as rubrics, that examine a candidate's strengths, accomplishments, and attributes along a variety of dimensions, including [rubrics](#) for evaluating Diversity Statements. See [UofL STRIDE Handbook - Sec. V.2 | Page 24](#).
- Consider the environment in which achievements were made.
- Be alert for bias around the candidate's institution and/or subfield.
- Avoid global evaluations and summary rankings that fail to consider all of the search criteria.
- Use the "***Rising Above Cognitive Errors***" tool in [UofL STRIDE Handbook - Appendix 3 - Page 37](#).
- **Provide a welcoming environment and circumstances that will allow you to see the candidate at their best during the interview and campus visit** (See [UofL STRIDE Handbook - Secs. VI.1-2 | Pages 27-30](#).)
  - Attempt to avoid 'tokenism' in the interview pool by interviewing more than one female/minority candidate.
  - Avoid telling a candidate that you are interviewing them or want to hire them because of the social group to which they belong.
  - Ensure that all candidates meet a diverse group of people during their visit to campus.
  - Provide complete information about the visit well in advance.
  - Ask the candidate whom s/he would like to meet.
  - Identify an appropriate faculty host.
  - Ensure diversity in the audience for the job talk.
  - Introduce the candidate's job talk with a summary of their accomplishments/expertise.
  - Consider how welcoming the spaces in your department are (e.g. who is pictured?)
  - Do not ask the candidate about their personal life (age, marital status, children, *etc.*) even in off- campus situations (e.g. dinner with the search committee). Questions about personal life can have unintended consequences.
- **Ensure that all candidates know about dual career support and family friendly policies.**
  - Provide an information packet to all candidates (rather than making this contingent on gathering inappropriate personal information).
  - Be aware that dual career support is available to domestic partners of faculty recruits regardless of marital status or sexual orientation. Chairs, associate deans and deans – not individual faculty or the search committee - are the appropriate people to communicate with the candidate about dual career support. See [UofL STRIDE Handbook - Secs. III.10 | Pages 15-17](#).
- **Manage the decision making process**
  - Consider only job relevant criteria in evaluating candidates and make sure the views of all faculty are heard. See [UofL STRIDE Handbook - Sec. VI.3 - Page 30](#).
  - Use the candidate evaluation [rubric/tool](#) for each step of the interview process, and refer to items on the evaluation tool when discussing the candidate, rather than subjective terms like "fit". See [UofL STRIDE Handbook - Secs. V.2-3 | Pages 24-25 & Appendix 4 | Page 38](#)

- **Recruit the selected candidate.**
  - Once a candidate is selected for a job offer, all relevant factors can be discussed.
  - Provide detailed information to ensure that the negotiation process is positive and effective for all candidates. See [UofL STRIDE Handbook - Secs. VII.1-2 | Pages 31-32.](#)
- **STRIDE Data Debriefing**
  - Prepare STRIDE Debriefing Document and discuss with EPA and as a committee (use this [template](#))
  - Email STRIDE Debriefing Document to [athena@louisville.edu](mailto:athena@louisville.edu)
- **BONUS ITEM! Develop department policies and practices that aid in faculty support and retention**
  - Create mechanisms to support diversity, equity, inclusion, and retention.
  - Make sure new faculty are mentored well and supported from Day 1 to be successful.

*Credits: This list is adapted from UofL STRIDE Handbook and University of Michigan ADVANCE Program's STRIDE Faculty Recruitment Workshop - What Can We Do? Top 10 Best Practices*



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