Faculty Search Checklist
Tufts University School of Arts and Sciences and School of Engineering

This checklist is aimed at simplifying the process of documenting full-time faculty searches and at increasing the pool of underrepresented groups, particularly women and people of color.

NOTE: Search procedures for the School of Arts and Sciences and the School of Engineering are available online at http://ase.tufts.edu/faculty/searches/searchProcess/. At this website you will find detailed search procedures and forms.

All search materials should be submitted electronically.

- Submit a proposal and rationale for the faculty position to the school dean. (This is the Faculty Position Request.) Include how the department intends to increase the pool of candidates who are women and/or from underrepresented groups.

- Include women and/or people from underrepresented groups on the search committee whenever possible.

- Advertise in professional publications aimed at women and people from underrepresented groups. All departments' full-time ads are also included on the list of all A&S&E open positions that the deans' office sends to The Chronicle of Higher Education, Diverse Issues in Higher Education, and The Hispanic Outlook on Higher Education. Full-text announcements for full-time positions are also posted on HigherEdJobs.com, InsideHigherEd.com, the website of the New England–Higher Education Recruitment Consortium, and Tufts.edu. Announcements for part-time positions are posted on Boston.com/Monster.com, the website of the New England–Higher Education Recruitment Consortium, and the AS&E Faculty Searches website on Tufts.edu.

- Review the affirmative action (AA) officer's files of people in the field who are potential contacts for outreach and networking to advertise the position and build as diverse a pool of applicants as possible. Review the searchable databases provided by the AA officer. In addition to individuals, look for departments with a good track record of producing doctoral degree recipients from underrepresented groups.

- Use personal and professional networks to identify applicants from underrepresented groups.

- Send position descriptions to faculty members you know in the field and ask for their help in identifying candidates who are women and/or people from underrepresented groups. Make follow-up calls when appropriate.

- Seek out women candidates and people from underrepresented groups at professional meetings, especially those at which recruitment activities take place. (Many professional organizations have caucuses for this purpose.)

- Look at CVs of applicants carefully to try to identify candidates from underrepresented groups.

- Send the dean and the AA officer the Long List of Potential Interview Candidates (First Cut) and the outreach questionnaire.

Updated August 2016.
Send the dean and the AA officer the following materials before inviting candidates to campus for an interview. If the department has scheduled interview dates before selecting interview candidates, submit these materials at least two weeks before the first interview date.

- The List of Applicants, Section 1 of the Affirmative Action Report (including the reasons for not selecting people for interviews).
- The names of the candidates being proposed to be invited for on-campus interviews. This is the Short List of On-Campus Interview Candidates (Second Cut). The dean and the AA officer will have access to the candidates’ applications in Interfolio, and can read them online.

If the department plans to interview candidates from underrepresented groups, provide an opportunity for faculty and staff from underrepresented groups to meet with them. Extend invitations well ahead of time.

When interviewing, consult with the dean on questions such as moving expenses, pre-Ph.D. extension, and equipment and space needs.

Get feedback from the dean(s) on the candidates interviewed before the department meets to make its selection.

Discuss with the dean(s) in advance the terms of the offer to be extended.