

Guidelines for Faculty Search Committee Composition

Policy AC13, "Procedure for Hiring Full-Time Faculty," specifies the following with regard to the composition of a search committee:

No fewer than half of the members on a search committee will be faculty members of the academic unit in which the new faculty member will be appointed, or those who hold joint appointments with the academic unit.

- a. All search committees should represent a broad range of diversity within its members, which includes members of underrepresented groups.**
- b. If such representation is unable to be obtained within the unit, committee members should be solicited from related units. When such diversity is not represented on a search committee, documentation explaining the lack of representation shall be included in the search record available for review (guidelines pertaining to this are forthcoming).*

If a search committee is having difficulty in achieving diversity among its members, the search committee chair shall consult with the HRSP about assisting the committee to identify and invite diverse members from other units to serve on the committee.

So that the University may better develop resources to support academic units, if a search committee is unable to achieve diversity among its members, the search committee chair, in consultation with an academic unit head, dean, or chancellor, as appropriate, should prepare a document that contains the following:

- Position being hired
- Total number of search committee members
 - Number of committee members within the department/school/division
 - Number of committee members outside the department/school/division
- Describe efforts made to obtain a diverse search committee.
- Describe the barriers you encountered that prevented you from obtaining a diverse search committee.
- Describe measures to ensure that there were members of the committee who advanced efforts to recruit and retain individuals from diverse populations.
- *(Optional)* Describe strategies that future committee chairs might use, if any, in order to mitigate or eliminate these barriers in the future.

This document should be provided to the unit HRSP at the completion of the search along with other search committee materials (e.g., evaluations, CVs).

In instances where a unit is unable to compose a committee that includes members of underrepresented groups, or to avoid overburdening underrepresented members of the academic unit, units should include those whose perspectives or experiences may enhance the committee's ability to identify and advance diverse candidates. Examples include faculty members who have conducted DEI-

focused research; participated in trainings, conferences, or other educational opportunities that enhance their knowledge or expertise with regard to advancing efforts to recruit and retain individuals from diverse populations; or who have a successful track record of mentoring or recruiting students or colleagues from underrepresented groups.

*As a reminder, AC13 further specifies, “The efforts to recruit a diverse pool of candidates must reflect the efforts of the full committee. Units should not place the responsibility to diversify the pool specifically on members of the search committee who are from underrepresented groups.”