

GUIDELINES FOR DIVERSITY PROCEDURES IN THE FACULTY SEARCH PROCESS

The Purpose:

Institutional Goal: CGU is committed to the development of a diverse faculty through the use of affirmative action in its faculty hiring practices, i.e., to vigorously promote equal opportunity for employment without regard to race, religion or gender.

Purpose of Procedures: The purpose of the procedures outlined below is to identify the minimal steps CGU will follow to facilitate such equal opportunity.

Scope of Procedures: These procedures apply to searches for faculty members whose employment at Claremont Graduate University (CGU) is to last/lasts more than one year.

Necessary But Not Sufficient Requirements: While these procedures indicate the formal steps required, success in increasing the diversity of the faculty depends also upon the use by faculty members of informal networks to reach new populations and to encourage them to apply for open positions.

The Procedures:

1. Necessary condition for authorization of search: Before a search can be authorized, a school or department must have a Faculty Executive Committee-approved diversity component of its strategic plan for guidance.

2. Notification of AADC of search: Once a search is authorized, the Provost, in consultation with the school dean (or equivalent), appoints a search committee, designates a chair of the search committee, and notifies the chair of the Affirmative Action and Diversity Committee (AADC) that a search is about to begin.

3. Provision of information by AADC to search chair: The AADC chair meets collectively with all of the chairs of approved searches and discusses with them the impact of diversity, where the University is achieving it, and how diversity benefits the University strategically and academically. At that time, all search committees will be provided with the "Guidelines for Diversity Procedures in the Faculty Search Process," the relevant forms to which it refers, and a list of places where the job might be publicized in order to reach a diverse set of possible applicants.

4. Appointment of AADC liaison to search: The AADC chair, in consultation with members of the AADC, assigns a member from its ranks to serve as a liaison to provide assistance in achieving an all inclusive search. The liaison can function as an *ex officio* member of a search committee. The chair of the AADC informs the search chair, the dean and the Provost who that member is.

5. Approval of position description, advertisement and search plan: The entire AADC, the chair of the search committee, and the Provost, or her/his designee, will discuss the position description, the draft advertisements for the position, the search plan and review the diversity guidelines and forms. The AADC will provide advice and assistance to foster the achievement of CGU's diversity goals. Once all parties are satisfied that the position description, the advertisements for the position and the search plan do strongly foster those goals, the AADC liaison, search committee chair, **Provost and AADC Chair must sign-off on Form A (Approval of Position Description, Advertisement and Search Plan).**

6. Provost “publication” of the position description/advertisement: The Provost’s Office will “publish” the advertisement in the *Chronicle of Higher Education* and post it on CGU’s web site. The position description/advertisement will be published elsewhere in accord with the search plan.

7. Involvement of the AADC approval of the long short list or short list: The search committee chair will invite the AADC liaison to attend all meetings of the search committee. The search committee chair will meet with AADC and present the long short list of potential finalists or the short-list of finalists if no long short list is constructed, and the list of finalists. **The search committee chair and the AADC chair, after meeting with the AADC, must sign off on Form B (Approval of Summary of Applicants, Short-list, and Finalists)** prior to the dispatch of invitations to the finalists for on-campus interviews.

8. Involvement of the AADC liaison in on-campus visits and her/his approval of the conduct of the search process relevant to the promotion of diversity: The AADC liaison will be informed of, and involved in, the on-campus visits of the finalists. **The AADC Chair must sign-off on Form C (Approval of Choice)** before the recommendation is made to the Provost to initiate an offer of employment.

9. Procedure for resolving disagreements between the AADC and the search committee: If the AADC determines that the search is not being undertaken in accord with the objectives of this policy, it will not sign-off on Form A, B, or C. The liaison must suggest corrective action to the chair of the search committee immediately. If the corrective action is unacceptable to the chair of the search committee, then the Provost will decide under what conditions the search should proceed.

10. Makeup of Search Committee: Under normal conditions, Deans will not serve as chairs of search committees as conflict of interest, too much authority upon a search, and undue pressure upon certain faculty could arise from that situation. Since the Provost forms and approves the search committee and designates the chair, the Provost will determine whether the conditions constitute unusual circumstances. Unusual circumstances could include such things as: there are not enough people in the department of the relevant rank to chair the search, the dean is the only specialist in the area to guide such a search, or the dean’s status in the field would garner more qualified and diverse candidates if they were to chair it.

Approved by FEC 4-18-2005; Amended and Approved: FEC 10/22/07, Faculty 10/29/07

