Quick Guidelines

Creating, Reviewing, Developing Position Description

**Committee**

* The designated Faculty Equity Advocate (FEA) representative(s) in your College should be part of the conversation with the search committee members in developing the position description
* Diverse committee members
* For position that is interdisciplinary, Department may consider electing a committee member outside the Department with Dean’s approval

**Tenure**

* Will the Department consider or is it possible to offer tenure for candidates who may seek tenure? This is open for negotiation if it is indicated on the position description.

**Students**

* Does the position description reflect who you are seeking to be effective at preparing our students?
* How are our values integrated as opposed to any other comprehensive university? Going beyond branding.
* Communicates the nature of our students and their aspirations to potential candidates
* Framing the position to attract candidates who supports diverse student populations

**Qualifications**

* The required and preferred qualifications should be considered in the *Required Documents* section to attain more information from each candidate that is relevant and informative. Request evidence of work, student evaluations, research paper sample, research statement.
* Order of importance when listing qualifications
* The committee can request letters of recommendation at any stage of the recruitment. To further leverage the recommendation letters, the committee may specify or have preference of topic, area of interest, candidate’s work from academia, background, and contribution to the field
* Opportunity to review current and future directions that are developing within the discipline/specialization area
* Each qualification is directly related to functions of the position
* Align with your rubrics and interview questions
* Too many required qualifications may narrow a pool
* Identify specific course(s) relevant to success in the position
* Members of the committee have common interpretation of the criteria including the weight of each criterion to allow for consistent strategies for evaluating candidates

**Recruitment and Advertising Plan**

* Have a specific plan for networking, broad outreach, and specific actions to widen the pool. If possible, assign each member of the committee for specific recruitment efforts. What worked? What did not work? Any changes to implement? Unexpected and expected outcomes of previous recruitment efforts.