

CULTIVATING DIVERSITY CHECKLIST
Chairs of Search Committees
JUNE 10, 2009

The following check-list summarizes (but does not substitute for) the policies and procedures set out in the Grinnell College Diversity Policy (September 2006) and the Guidelines for Faculty Recruitment (June 2009). The legislation concerning faculty searches is set out in the Faculty Handbook, Part Three, Sections I and II. The purpose of this Checklist is to help Chairs of search committees keep track of the process.

Preparing the Position Proposal

- The Chair of the search committee will meet with the Associate Dean to discuss the definition of the position and a strategy for diversifying the applicant pool. The AD will help the Chair tailor a job description and a recruiting strategy appropriate to the core values of the College, the priorities of the department, and the pool of qualified applicants in the field.
- The Chair will include the approved strategy in the position proposal, and submit advertising copy using the College template. The Chair will submit the proposal and advertising copy to the V.P. for Diversity and Achievement (VPDA) and the Dean.
- If the search is approved, the Dean will work with the Chair to finalize the advertising copy for the position, the Dean's Office will arrange for placement of the ads.

Evaluating the Pool

- After the search committee has read the applicants' dossiers, the Chair will prepare a Report, which will explain the steps taken by the search committee to diversify the applicant pool, list the most highly qualified candidates, including how each can contribute to the diversity of people and perspectives on campus, and consider how the list reflects the diversity of the pool and the field.
- The Chair will schedule a meeting with Associate Dean and the VPDA to discuss the Report, and select a list of candidates for preliminary interviews. Please send the Report to the Associate Dean's office at least twenty-four hours before the meeting.

Selecting Candidates for Campus Visits

- Following the preliminary interviews, the Chair will schedule a meeting with the Dean and the VPDA. At least twenty-four hours before the meeting, the Chair will provide the Dean with an updated Report, now including a short list of candidates who are recommended for campus visits. The Chair should provide the Dean and the VPDA with the full applications of each of the top recommended candidates.
- After the meeting, the Dean will authorize the Chair to invite up to three approved candidates for a campus visit.

Recommendation and Offer

Following the campus visits

- The Chair will update the Report to reflect the campus visits, and prepare a Recommendation concerning the appointment. Both the Report and Recommendation should be sent by email to the Dean's office to ensure expeditious circulation to the Executive Council.
- If the President accepts the Recommendation, the Dean shall notify the Chair, and the Dean will make an offer to the candidate.

KRS: 6/5/09

Deanshare/Diversity/KRS_Diversity/diversity checklist.doc