

Recommended Guidelines for Members of Affirmative Action Committee Serving on Academic Search Committees

Purpose

- To provide guidance for the AAC representative on search committees regarding their role
- Improve the search process

Type of Searches that should have an AAC representation

- Tenure track position
- Instructional Position that is funded by the state
- Research Associate Position that is funded by the administration

Before advertising

- Review the College's Academic Appointment Policies and Procedures
- Review the advertised position—expectation, duties, inviting language
- Ensure a broad advertising (reach out) that is consistent with the description of position
- Solicit input from colleagues about potential minority and women candidates and inform the Chair
- Review the search plan
- Ensure inclusiveness in the search process
- The Dean should relay the importance of the Affirmative Action Committee and diversity in Academic searches

Before interviewing

- Keep statistics of the applicants stratified by group
- Documentation of reaching out
- (List of standard questions)

During the Interview

- Assure a welcoming environment
- Ensure exposure to other minorities and women

Postmortem

- Summary Statistics
- Lesson from the experience
- Create a Database from the experience