

Suggested Minor Revisions to the Faculty Search and Selection Guidelines

From NJIT's strategic plan Building on a Strong Foundation

Priority: Faculty

Objective

Develop a more diverse faculty

Create and train an institutional Diversity Committee and require the presentation of search committee plans to the deans and new Diversity Committee. Such efforts will standardize search committee processes to ensure fairness and create accountability for committees and deans to report and track their diversity and inclusion efforts in faculty hiring.

From NJIT's Faculty Search and Selection Guidelines (Current Text)

Defining the Charge:

The Department Chair / Dean, and an HR representative should meet with the search committee to review the specific charge to the committee, including the focus and scope of the position, administrative approvals, requirements and all documentation required.

Search committee members must certify that they have reviewed the Code of Ethics for Search Committee Members as well as A Guide for Non-discriminatory Interviewing. * [See Appendix D and Appendix E.] The charge should:

- Focus on equitable search practices and the goal of identifying outstanding candidates, including outstanding women and underrepresented minority candidates.
 - Stress that diversity and excellence are compatible goals that can and should be pursued simultaneously. Identify how the search committee plans to support the university's strategic commitment to hire a diverse faculty population.
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From NJIT's Faculty Search and Selection Guidelines (**Suggested New Text**)

Defining the Charge and Proceeding to Candidate Interviews:

The Department Chair (or **Dean in the case of HCAD or MTSM**), and an HR representative should meet with the search committee to review **the roles and responsibilities of search committee members**, the specific charge to the committee, including the focus and scope of the position, administrative approvals, **the specific elements of the search committee plan relating to diversity (e.g. goals for the diversity of the candidate pool, description of outreach to increase diverse applicants)**, and all documentation required.

Search committee members must certify that they have reviewed the Code of Ethics for Search Committee Members as well as A Guide for Non-discriminatory Interviewing. * [See Appendix D and Appendix E.] The charge should:

- Focus on equitable search practices and the goal of identifying outstanding candidates, including outstanding women and underrepresented minority candidates.
- Stress that diversity and excellence are compatible goals that can and should be pursued simultaneously. Identify how the search committee plans to support the university's strategic commitment to hire a diverse faculty population **who, through their teaching, research, creative work and engagement, will contribute to the excellence of our academic community.**

Prior to inviting candidates for interviews, the Dean meets with the Department Chair and the search committee chair to assure that a broad outreach has been pursued in support of NJIT's diversity goals. The search committee chair should provide the Dean and Department Chair with a document specifying efforts to include the identification of women, underrepresented racial and ethnic minorities, or members of other underrepresented groups as candidates for the position and to assess whether the candidate pool reflects these efforts relative to the criteria agreed upon at the start of the search. In the event that the Dean deems the overall pool or the short list not appropriately diverse, additional outreach efforts may be suggested by the dean. Also, other recommendations by HR, the search committee chair, and the committee, including widening position scope and rank, should be considered.